

# Head of Academic Support and SEND





**Applications to:** [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



**Warwick  
Preparatory  
School**

Girls aged 3–11, Boys aged 3–7



**WARWICK  
SCHOOL**

Boys aged 7–18



**King's High  
School**

Girls aged 11–18

Warwick Independent Schools Foundation comprises three schools providing quality education for boys and girls aged 3-18; Warwick Preparatory School, King's High School and Warwick School.





# The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards, the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation and King's High School have recently made the move from their previous town centre site to be located adjacent to us on our Myton Road campus.



# What next for Warwick School?

**We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.**

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

**Our purpose:** To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

**Our vision:** Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'.*

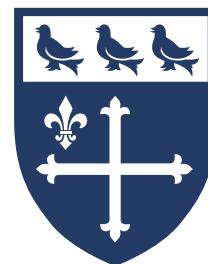




# The Warwick Way

**The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.**

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



## We seek to foster:

**Curiosity** to ask questions, challenge ideas and think for oneself

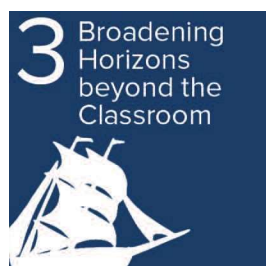
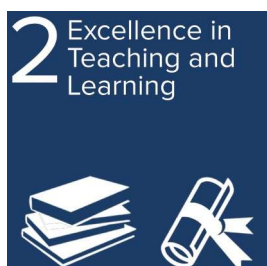
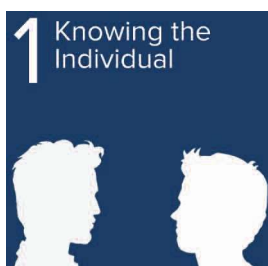
**Creativity** to use imagination without limitations

**Courage** to embrace challenge and always to do what is right

**Perseverance** to keep trying, regardless of the outcome

**Responsibility** to create a better world around us

**Humility** to listen and respect others and to put them first



## Our five key priorities are:

1. **Knowing the Individual**
2. **Excellence in Teaching and Learning**
3. **Broadening Horizons beyond the Classroom**
4. **Serving our Community**
5. **A National Centre for the Arts**



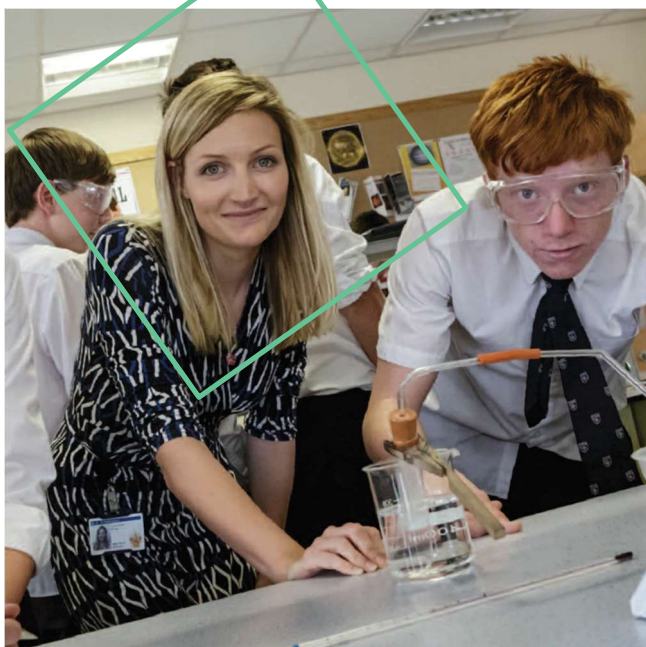
# Why Teach at Warwick?

Staff come from a variety of teaching backgrounds and all find their place at Warwick School.

## Mr Dan Robertson

Head of Music Performance

*“The extra-curricular aspect of the school is phenomenal. The arts are well supported, and highly valued by everyone at the school. Pupils are given incredible opportunities, and the staff are caring and supportive. It is the perfect environment for teaching and learning.”*



## Dr Dee Tchakhotine

Biology teacher

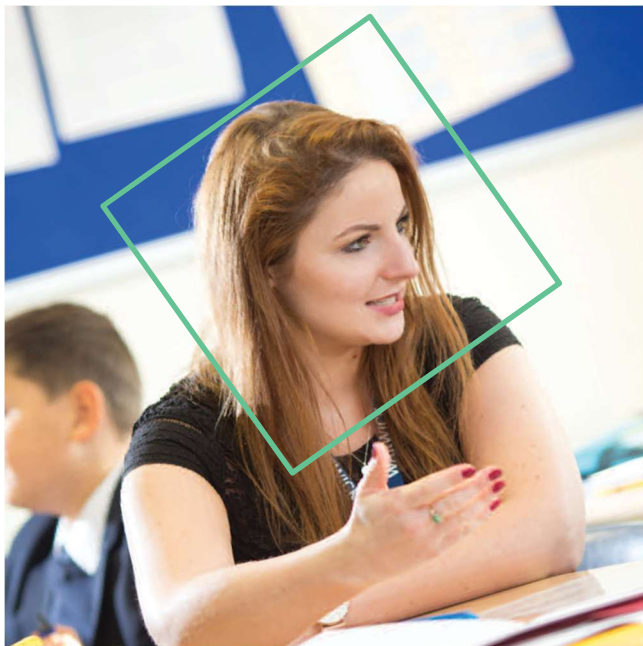
*“Since starting as an NQT I have been nurtured as a teacher and a person. Now, as a mother, Warwick offers the possibility to educate my daughter from 3 to 18 on the same campus, which is extremely important to me as a full-time working mum.”*



## Mr Graham Milsom

Assistant Head of Mathematics

*“The boys are intelligent and polite, making them a genuine pleasure to teach. The already impressive facilities are ever-improving, from a brand new interactive whiteboard in my classroom this year, to the hockey astroturfs, where I enjoy working with the boys outside the classroom each week. Warwick School is a fantastic place to work.”*



## Mrs Kate Poole

Mathematics teacher and Assistant Head of Sixth Form

*“Moving from the state sector, I was apprehensive that a lot of the stereotypes of private schools would be true but I couldn’t have been more wrong. It is by far one of the best decisions I have ever made.”*



# Benefits of Working at Warwick School

**All staff are encouraged to develop professionally. You will be given the opportunity to give and attend internal INSET as well as undertake action research projects. Opportunities are provided for further qualifications such as ISQAM, IBSC research projects and Masters qualifications.**

The Warwick Independent Schools Foundation salary scale for Teaching Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24 hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.

Significant concessionary school fees are available to all permanent members of the teaching staff, subject to their children meeting the academic entry requirements, and a place being available.

- New staff are allocated a buddy who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.
- Small class sizes, high levels of pastoral care and parental support.
- Generous timetable allowances for teaching staff.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled with an alternative occupational pension provider.
- Staff well-being opportunities including yoga, mindfulness and free access to the school's sports facilities and use of the well-resourced school library.
- 'Restaurant quality' school lunch is provided free of charge for all staff, with any dietary requirements met, and evening meals where required.
- Staff are part of a lively, active Common Room.



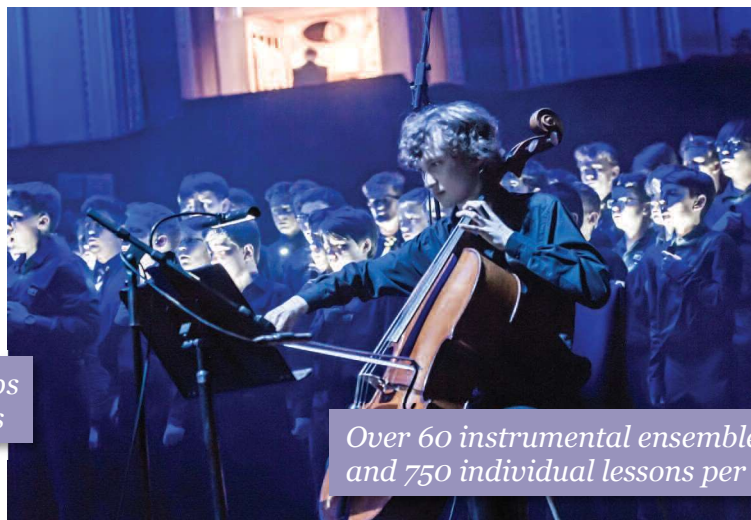




*Over 70% of students represent the school at sport*



*Over 90 Clubs and Societies*



*Over 60 instrumental ensembles and 750 individual lessons per week*



*Two Performing Arts venues for school productions and outside companies*



# Head of Academic Support and SEND

## The Post

**An inspirational and committed SEND specialist is required to lead the Academic Support and SEND Department from September 2021 or earlier, due to the retirement of the current postholder after many years distinguished service. This is an exciting opportunity to lead a large and talented department at a time of change as we aim to provide the very best possible support for our pupils.**

## The Department

The department is currently housed in its own dedicated area with a quiet room and a range of small teaching classrooms and offices. The team is a mix of part and full-time staff with specialisms in cognition and learning; social, emotional and mental health and academic specialists. We currently have two dedicated teaching assistants as well as administrative support. The team are also supported by additional outside agencies, according to need.

## The Role

The successful candidate will provide strategic leadership for the team, ensuring that the needs of the boys are met. We envisage that the candidate will have completed or be nearing completion of the National Award for Special Education Co-ordination (or similar).

## Strategic Leadership

The candidate will be expected to:

- Advise the SLT on the strategic development of the SEND policy and provision.
- Contribute to the development of the SEND policy and provide reports.
- Ensure that the identifying and monitoring systems for SEND pupils are robust.
- Oversee all student records and keep them up to date.
- Co-ordinate provision for all students and oversee day to day provision
- Liaise with all external agencies.

## Operational

- Develop and manage a graduated SEN system
- Organise and monitor annual reviews and the writing of IEPs and EHCPs
- Oversee the writing of IEPs and EHCPs
- Oversee the provision of Access arrangements, working closely with the Exams Office.
- Work closely with the Junior School and other Primary Schools to ensure smooth transition
- Oversee the work of the whole team (EAL, SEND, SEMH and Academic Support)
- Ensure all safeguarding policies and procedures are adhered to

**WARWICK**  
SCHOOL





## Head of Department Role

To manage all aspects of the teaching and learning process in the Department, within the overall aims of the school.  
Develop, with the support of other colleagues, effective ways of overcoming barriers to learning.  
Advise and train staff in the most effective ways of overcoming barriers to learning.

### Curriculum

Plan, implement and review annually schemes of work within the framework of the National Curriculum, where appropriate.

Represent the department in all matters within school relating to the SEND team.

Implement cross curricular and other school policies currently in force.

### Assessment and Monitoring

Monitor the success of SEND support and assess boys' progress.

Organise the systematic monitoring of the quality of teaching and learning through observation of lessons, monitoring of boys' work and debate about good practice.

Analyse all SEND data to help guide departmental target setting and forward planning.

### Policies and Planning

Produce and maintain a detailed departmental handbook, carrying forward school aims and policies.

Identify realistic and challenging targets for improvement.

Develop departmental forward plans in the context of whole school policies.

Identify resourcing needs.

### Staff Management

Identify in-service training needs and opportunities; provide appropriate support for experienced and inexperienced teachers, and those with identified weaknesses.

Induct and train staff in the department and across the school, participate in appraisal arrangements, and supervise TAs and trainee teachers.

Hold regular departmental meetings, which enable all staff to contribute to planning and policy making, and ensure that records of such meetings are kept and distributed accordingly.

Allocate staffing resources according to the needs of the boys

Allocate additional responsibilities effectively and equitably within the department.

Advise the Head about recruiting, advertising and appointing new staff.

Supplying references for members of the department as required.

### Liaison

Work closely with the Exams Office with regards to Access Arrangements

Work closely with the Junior School and other Primary Schools, where appropriate.

Liaise with other departments in the school.

Liaise with the Head, Deputy Head and Deputy Head (Academic) in all matters concerned with the timetable, curriculum and internal examinations.

Liaise with the Head and Deputy Head in all matters concerned with pastoral care.

Liaise with the Head, Senior Deputy Head, and Deputy Head (Teaching & Learning) in all matters concerned with staff issues.

Liaise with the coordinator of targets and standards concerning pupil tracking and raising academic standards.

Liaise with parents regarding departmental issues.

Liaise with external organisations as appropriate.

Liaise with the Director of Marketing regarding marketing opportunities.

Liaise with the Director of Marketing over issues of departmental publicity.

Arrange for the department to be represented in meetings with other schools, particularly the Junior School and Warwick Group Schools.

### Resource Management

Assess the resourcing needs of the department and produce an annual budget bid.

Keep the department within the agreed budget.

Ensure that the stock and equipment are readily available and used economically.

Advise the librarians on the purchase of specialist books for the library.

Liaise with the IT team with regard to ICT equipment.

### Publicity

Promote and publicise the work and achievements of the department.

### Health and Safety

Carry out risk assessments in line with the school's Health & Safety policy.

Oversee arrangements for the safety of pupils and staff in school and on visits and excursions.



## Specific Duties and Responsibilities:

### A. Teaching

- Plan work in accordance with the department's scheme of work.
- Liaise with relevant colleagues on the planning of work for collaborative delivery.
- Take account of boys' prior levels of attainment and use them to set targets for future improvement.
- Maintain good discipline by adherence to the advice given to staff in the staff memoranda and elsewhere.
- Set high expectations for boys' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
- Set appropriate and demanding expectations for boys' learning, motivation and presentation of work.

### B. Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback, and clear targets for future learning as appropriate.
- Report on pupil progress in line with school policy and as specified in the published calendar.
- Keep parents informed of pupil progress by attendance at parents' evenings, and by other measures as appropriate.
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs.

### C. Pastoral Care

- Undertake responsibility for a form group as required, including tutor/tutee interviews.
- Be the first point of contact for parents of pupils in the form.
- Set targets for and monitor the social and academic progress of pupils in the form.

**Ensure compliance with the School's Child Protection Policy Statement at all times and the Department of Education's "Keeping Children Safe in Education" publication.**

**Report any actual or potential risks to the safety or welfare of children in the School to the School's Designated Safeguarding Lead.**





#### **D. Professional Standards**

- Support the aims of the school.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Attendance at, and participation in, events such as open days, options evenings, and those in which form members are involved, e.g. concerts.
- Participate in the school's extracurricular programme, which includes activities, clubs and societies, sport, drama and music.
- Take responsibility for professional development, participating in staff training and the school's Review and Development Policy.
- Participate in the management of the school by attending departmental, section and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake duties that may be reasonably assigned by the Head Master (directly or indirectly).
- Take responsibility for matters relating to health and safety.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process.

Success at GCSE and A Level is considered very important, but all pupils are encouraged to take advantage of the extracurricular activities offered by the Department. It is expected that the successful candidate will be a strong team player and contribute fully to these activities.

The candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational and ICT skills, and have the ability to work flexibly within the school structure.



## Person Specification for Head of Academic Support and SEND

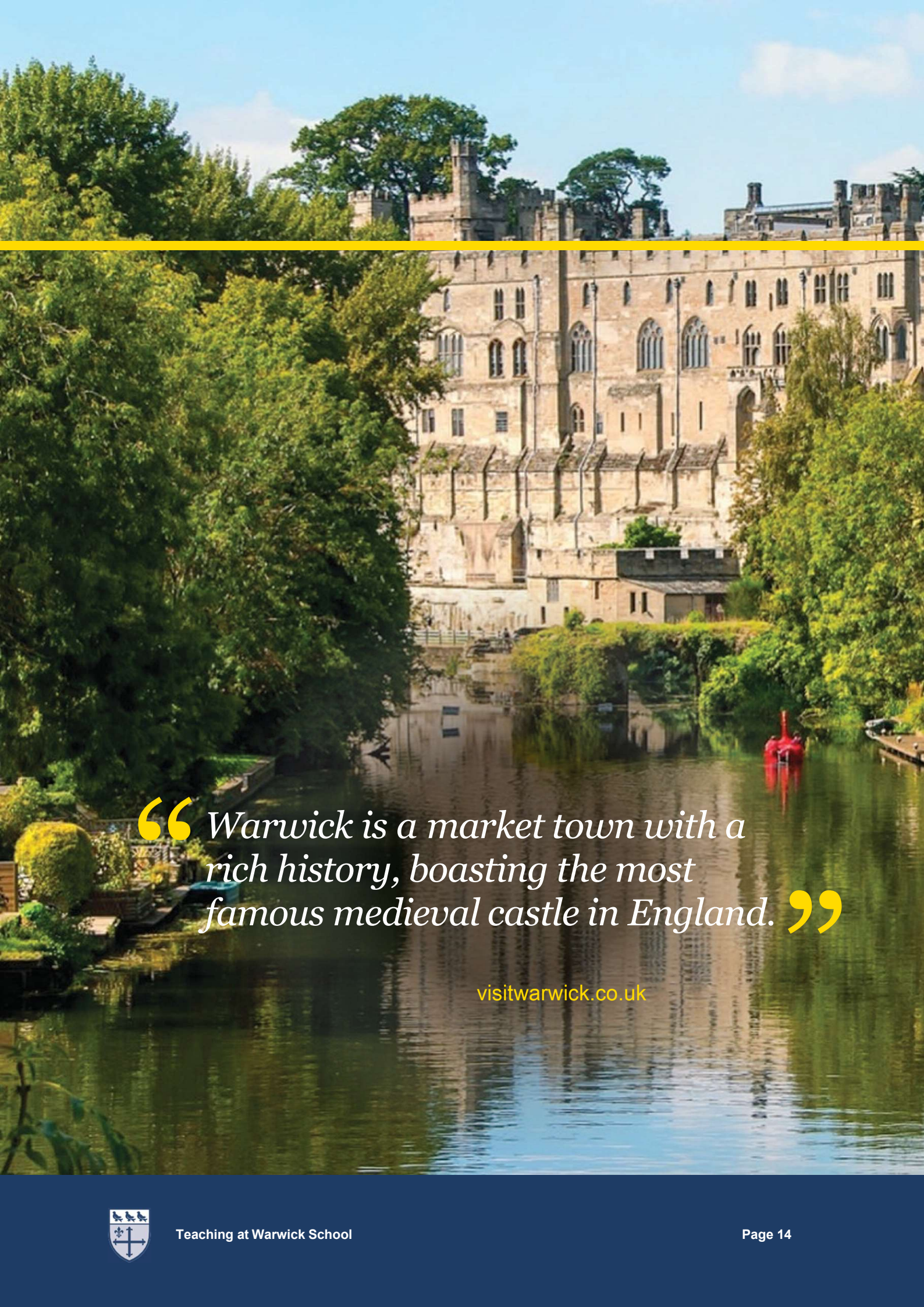
The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal characteristics	Essential	Desirable
A clear understanding of how to engage with school data	✓	
A genuine liking of people ... young and old!	✓	
A sense of humour		✓
An ability to cope with pressure	✓	
An ability to communicate effectively with parents, students and staff in a variety of ways	✓	
An ability to think originally and creatively and show initiative	✓	
An understanding and commitment to equality of opportunity for all	✓	
An understanding of, and a commitment to the ethos of the school as a community	✓	
Clear understanding and knowledge of current issues related to their subject	✓	
Excellent attendance record	✓	
Excellent administrative abilities	✓	
High levels of ICT competency	✓	
Insistence on high standards from pupils and colleagues Tact, discretion & diplomacy	✓	
Warmth and sensitivity	✓	
Enthusiasm for and knowledge of the subject	✓	
A concern for the reputation of the school	✓	
An ability to contribute to extra-curricular activities, especially games		✓

Qualifications and Training	Essential	Desirable
Qualified Teacher status		✓
Courses of further study relevant to the post		✓
A Good Honours Graduate	✓	
Qualifications in SEND	✓	
Evidence of involvement in personal CPD		✓





A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding lush green trees. A small red boat is visible on the right side of the river. The sky is blue with some light clouds.

*“Warwick is a market town with a rich history, boasting the most famous medieval castle in England.”*

[visitwarwick.co.uk](http://visitwarwick.co.uk)





A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill. In the foreground, the River Avon flows, surrounded by lush green trees and foliage. The sky is blue with some light clouds.

## Why work in Warwick or move to the area?

**Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.**

There are also many great places to live nearby. Close neighbour, Leamington Spa, was named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by road or rail.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.







**WARWICK**  
SCHOOL

Warwick School  
Warwick  
CV34 6PP

+44 (0)1926 776400  
[enquiries@warwickschool.org](mailto:enquiries@warwickschool.org)  
[www.warwickschool.org](http://www.warwickschool.org)