

# Welcome to Sunbury Manor School

## Assistant Headteacher (SEND) Applicant Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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# Message from Headteacher

Dear Applicant,

Thank you for showing interest in the post of Assistant Headteacher (SEND) at Sunbury Manor School. Sunbury Manor School is seeking to appoint a new Assistant Headteacher (SEND) from September 2024, or January 2025.

Sunbury Manor is a mixed, 11-16 single trust Academy that encompasses 1100 students. We serve the communities of North Surrey and Spelthorne. We are proud of our 'comprehensive and inclusive' nature and we seek an Assistant Headteacher (SEND) who is excited to help lead a school that represents all of its community and not just some.

The school is in a position where it would benefit from An Assistant Headteacher who can inspire, help to implement a clear strategic vision and bring people with them; alongside doing the hard work with students, staff and the community to bring change. The School's financial situation is healthy and over the last two years, successful bids have resulted in the creation of extensive new buildings and improved facilities, including a Creative Arts building, refurbished Science labs and a new Dining area and building. We are seeking the appointment of a dynamic and exceptional Assistant Headteacher, who has passion, energy and commitment, alongside the necessary skills and experience, to inspire staff to improve the learning and achievement outcomes for all students and moreover, help to regain our past successes with regard to academic achievement for all students, as well as equipping them for life in our modern world.

We are searching for an outstanding Assistant Headteacher (SEND) who will have the qualities and passion to help steer the school, with skill and integrity, through the current challenging situation and then onward to the next important phase of our development. The implementation of our new Behaviour policy is in its infancy, but this is already showing positive results and is supported by the majority of stakeholders, all working towards the common aim of school success.

Our new Assistant Headteacher will be passionate about ensuring all pupils receive a high-quality educational experience and reach their full potential. An in-depth, knowledge and experience of SEND will be essential for the applicant for this post. Our school is committed to improving the quality of learning and teaching for all with a core body of enthusiastic and conscientious teachers and support staff who seek daily to achieve this aim.

To support this goal, staff wellbeing and professional development are high priorities for the school. The full and diverse Governing Body is strong and supportive, providing robust challenge, when required. The Trustees are proud of the school's commitment to raise academic standards and its distinctive supportive and caring ethos. The established Senior Leadership Team consists of experienced professionals, who are loyal to the school and local community and who are committed to work tirelessly to ensure that students and staff are supported throughout the challenges ahead, in order to move to a more stable period for the school.

It is important to see the school in action; so please contact the PA to the Leadership Team (Amanda Cole) to participate in an arranged school visit/tour. The interview process will take place on site. If you believe in working with all stakeholders and are prepared to invest your heart into our school, we welcome your application and look forward to meeting you soon.

Kind regards.



**David Lee**  
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 1100 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. 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.



## **Assistant Headteacher (SEND)**

**Salary: £66,316—£73,034 | Permanent & Full time |**

**Start date: September 2024 or January 2025**

**Are you passionate about teaching and learning?  
Are you passionate about your area of expertise and SEND?**

We are seeking to appoint a committed and inspirational Assistant Headteacher who will manage our Learning Support department and hold the strategic responsibility for SEND across the school.

This is a wonderful leadership development opportunity - an ideal post for an existing SENDCo looking to progress to the next stage of their career by joining Sunbury Manor School and their Leadership Team.

You will be joining a school with fantastic team spirit and genuine collegiality across the team. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious.

Sunbury Manor has a very clear ethos and you will see it if you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

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), free gym membership at the neighbouring leisure centre and staff laptop.

To apply please use the apply now button and complete the online application form.

Please refer to the online advertisement for confirmation of the job closing and planned interview dates.

This vacancy is open to new applications only.

We strongly encourage early applications. Applications will be considered as they are received and we reserve the right to appoint before the closing date.

All applicants must have the right to live and work in the UK.

**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

## Assistant Headteacher (SEND)

**Title:** Assistant Headteacher (SEND)

**Job Purpose:**

- To lead on the strategic and operational whole school development of SEND provision.
- To lead and manage staff supporting SEND provision including line management of the teacher in charge of EAL and teacher in charge of the Speech Language and Communications Centre and physical disabilities.
- To efficiently, appropriately and effectively deploy staff and resources within the SEND provision.
- To ensure all students with SEND are supported appropriately and achieve their academic potential, through regular monitoring and a planned, evaluated programme of intervention.
- To ensure teaching staff are adequately and appropriately equipped to support children with SEND in their lessons.
- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To contribute to the spiritual, moral, social and cultural development of all students in the school.

**Accountable to:** Leadership Team line manager

**Accountable for:** Teacher in charge of EAL  
Teacher in charge of SLCN Unit  
Teachers of Special Educational Needs (Literacy, Dyslexia and EAL)  
Teaching Assistants / Learning Support Assistants  
SEND Administrator

**Core Purpose:**

**Ensuring that the school meets its responsibilities under the Equality Act (2010). To strategically develop the SEND provision within the school. Overseeing the day-to-day operation of the school's SEND Policy.**

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Department.
- To fulfil Teaching and Learning responsibilities not required of all classroom teachers, i.e.:
  - ⇒ To be accountable for leading, managing and developing the Special Needs Department
  - ⇒ To ensure impact on educational factors for all students assigned to the SEND Department to raise standards of student attainment.
  - ⇒ To lead, develop and enhance the teaching practice of others.
  - ⇒ To have line management responsibility for a significant number of people.
- To co-ordinate the day to day operation of the SEND Policy, ensuring that students with SEND are identified appropriately on the SEND Register and that Code of Practice suggested procedures are followed through.
- To lead the monitoring and support for the overall progress and development of students identified on the SEND Register to ensure that students make progress towards overall academic and bi-annual target set in their IEPs.
- To support and guide colleagues; disseminating examples of effective classroom practice in relation to students with SEND.
- To support the Head of Year 7 with the transition of students from primary school.
- To provide for the learning experiences of students in the classroom and to lead a team in developing intervention strategies.
- To lead the implementation and delivery of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the School's responsibility to provide and monitor opportunities for students' personal and academic growth and wellbeing.
- To ensure the school has an up to date and effective Disability Access Plan.

**Policy and Leadership:**

- To communicate a clear vision and provide a direction for the curriculum team.
- To lead the development and implementation of a SEND Department Action Plan that supports the school's aims and contributes towards school improvement.
- To ensure that SEND administration is effective and efficient, including; provision mapping and costing; overseeing and monitoring the quality of information sharing etc
- To provide effective leadership and management, delegating responsibilities as appropriate.
- To monitor and update policies within the SEND remit and directed by the Headteacher
- To provide regular information to the Headteacher and Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision making and policy review.

**Management of Learning and Teaching:**

- To contribute to the creation of an inspirational and challenging learning environment underpinned by a shared respect for learning
- To liaise and advise the relevant designated LAC teacher where a looked after student has SEND
- To liaise and advise teachers to ensure that students are taught in accordance with their educational needs
- To advise on a graduated approach to providing additional SEND support
- To provide advice to staff on the preparation and modification of subject materials
- To advise on the use of teaching methods that will stimulate learning appropriate to students' needs and the demands of the syllabus.
- To promote and facilitate students' involvement in extra-curricular activities and extended curriculum to consolidate and enrich their learning experience

**Professional Development, Recruitment and Deployment:**

- To keep up to date with developments in special education
- To lead staff training and professional development in relation to supporting students with SEND
- To work with the faculties to ensure that GTAs/TAs are deployed as appropriate, to support the effective delivery of the curriculum and to maintain high standards of learning and teaching
- To ensure the effective and efficient deployment of classroom support

**Communication and Management of Information**

- Ensuring that the records of all students with SEND are kept up to date
- Liaising with parents of students with SEND
- Being a key point of contact with external agencies, especially the LA and LA support services
- Liaising with potential next providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned
- To lead the SEND Annual Review process for all statemented students
- To oversee the preparation of students' IEP
- To liaise with the Examinations Officer to ensure access to external examinations
- To ensure the GTAs / TAs deployed in the Special Needs Department, take part in liaison activities such as staff training/ parents evenings/ learning reviews/ and events with external learning partners, as required
- To lead regular meetings and keep appropriate records of such meetings

**Financial and Physical Resources:**

- To manage the SEND budget
- To take responsibility for the Departmental Development Plan
- To maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and DFE guidelines

**Self-Evaluation and Quality Assurance:**

- To contribute to whole school self-evaluation
- Formal review of the action plan, and provide a detailed report to the Headteacher to inform the SEF
- Presentation of a detailed written report SEND students' performance to governors and Headteacher as required

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

## Assistant Headteacher (SEND)

	Essential	Desirable
<b>Current Circumstances</b>	<ul style="list-style-type: none"> <li>Currently teaching in the UK and has the right to live and work here</li> </ul>	
<b>Qualifications, Educational, Training</b>	<ul style="list-style-type: none"> <li>Good honours degree in an appropriate subject</li> <li>Qualified teacher status (UK or approved equivalence)</li> <li>Recent relevant in-service training</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continued professional development</li> <li>Post-graduate qualification.</li> <li>Professional qualification, e.g. National Award for SEN Coordination</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of outstanding teaching including the teaching of subject to GCSE Level.</li> <li>Experience of curriculum planning and evaluation</li> <li>Experience in developing whole-school policies and strategies.</li> <li>Experience of working with students who have SEND.</li> <li>Successful leadership and management experience at middle management level.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of responsibility within SEND or other relevant area.</li> <li>Evidence of a contribution to wider educational issues.</li> <li>Experience of curriculum planning, development and evaluation for students with SEN.</li> </ul>
<b>Knowledge, skills, abilities</b>	<ul style="list-style-type: none"> <li>An up-to-date knowledge of the new developments in SEND.</li> <li>A knowledge of what constitutes great teaching and an understanding of how to improve the quality of teaching and learning with a particular focus on SEND learners.</li> <li>Excellent classroom practitioner.</li> <li>Very good oral and written communication skills.</li> <li>Ability to generate enthusiasm for education and for learning in general.</li> <li>Ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals</li> <li>Ability to plan, organise, review and adapt.</li> <li>Ability to think analytically and creatively and demonstrate initiative in solving problems</li> <li>Excellent ICT skills.</li> <li>Ability to lead training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership training</li> <li>Coaching training / experience</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Proven experience of leading a team.</li> </ul>	

# Person Specification

## Assistant Headteacher (SEND)

Other	<ul style="list-style-type: none"> <li>• A passionate commitment to develop the best in young people.</li> <li>• Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.</li> <li>• Personal commitment to the school's professional standards and code of conduct.</li> <li>• A commitment to further training and a willingness to participate in relevant CPD.</li> <li>• Willingness to be engaged in partnership and community activities.</li> <li>• Commitment to the aims and ethos of the school.</li> <li>• A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</li> <li>• Flexibility and a willingness to be involved in change.</li> <li>• To be prepared to work flexibly.</li> <li>• An understanding of Child Protection and Safeguarding procedures.</li> <li>• The proven ability to work with external agencies.</li> <li>• A clear understanding of the financial developments in SEND provision.</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service Check</li> <li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</li> </ul>	