

Harlington Upper School



Assistant Headteacher (Learning Support and SEND/CO)

Leadership Scale 10 - 14

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

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records

Assistant Headteacher (Learning Support and SENDCO)

A well-qualified and experienced teacher is required for January 2018 to be our new Assistant Headteacher (Learning Support and SENDCO), following the promotion of the previous post holder to an advisory role for several schools, working across a Local Authority. The key purpose of the post is to provide whole school leadership for the education of students with Special Educational Needs and Disabilities (SEND).

The School Context

Harlington Upper School is a large, successful upper school with a strong local reputation for high levels of student achievement. Established in 1974 and having sustained very good levels of performance for many years Harlington Upper School has now reached a significant stage in its development. Our Ofsted inspection of October 2013 confirmed that we are a good school with many strengths. We believe we are an even better school now.

Harlington has a unique location in Mid Bedfordshire with a pleasant location and good transport links. We are placed in the heart of a rural environment but have strong urban links. Harlington is one mile from junction 12 of the M1 and has a train station with commuter routes to London and the Midlands.

There are currently approximately 1300 students in the school, including over 350 in the sixth-form. Students join the school in year 9 after attending one of three main feeder middle schools. We have an excellent partnership with local middle and lower schools and together have formed the Harlington Areas Schools Trust (HAST). This multi-school trust works to provide a seamless educational experience for young people aged 4 to 18 in our area. HAST delivers Hearing and Visually Impaired Teaching Services on behalf of the Local Authority. By working together in this way we bring a unique and distinctive identity to education in this part of Bedfordshire.

Students of all abilities make good progress and gain excellent results at Harlington. Attainment is well above local authority and national averages. For example, in 2017 over 80% of students gained GCSE grades 9-4 in English and mathematics. We are also proud that usually all students progress to appropriate employment, education or training aged 16. A Level results at Harlington are routinely above average and many students gain the highest grades possible. In 2017 45% of all A levels were graded as A*, A and B. It is therefore not surprising that almost all students were successful in securing admission to their first-choice university.

However we are very aware that school is more than just a place to gain good exam results and we work continually to maintain the positive, supportive and respectful culture that characterises Harlington. We have a very effective pastoral system, led by Heads of Year and supported by a team of Student Support Assistants. Students are guided by the school motto "Know Thyself" and attitudes to all aspects of school life are good.

Our priorities for further improvement are focused firmly on developing teaching, with the aim of maximising achievement for each individual student. A copy of our overall Strategic Intent is included in the application pack. Subject teams are active in carrying out regular self-evaluation, monitoring and quality assurance. This rigorous process is an important part of our continual drive for high levels of student achievement and there is now very little within-school variation across the curriculum.

With very good exam results, a dedicated and talented staff and superb students, we are now poised and ready to grow our already successful school into an outstanding one.

The Post

The Assistant Headteacher (Learning Support and SENDCO) has overall responsibility for leading the work of the school in supporting students with special education needs and disabilities. The postholder will be the school's designated SENDCO and join the whole-school leadership team, contributing to the full range of leadership roles.

Assistant Headteachers at Harlington make a vital contribution to the success, smooth running and effectiveness of the school. We are therefore looking for someone who is able to take the lead, secure the commitment of colleagues and implement strategies and procedures designed to help identified students learn and make progress. The role is one of building positive, supportive working relationships and providing leadership and practical guidance to allow other colleagues to achieve outstanding outcomes.

This post will specifically include leadership of the strategic direction and development of SEND provision in school. The postholder will work alongside subject leaders and teachers to promote learning, monitor the progress of students with identified special needs and coordinate appropriate intervention and support. The management of the Learning Support department and team of Teaching Assistants will also be a key responsibility.

We therefore intend to appoint an individual with a broad spread of skills and attributes applicable to whole school leadership. We are able to appoint a colleague without formal SENDCO accreditation, but with the right skills, attributes and experience and a willingness to acquire the National Award for Special Educational Needs Co-ordination within two years.

The post is also designed to provide professional development and experience for progression to deputy headship and will therefore include some or all of the following roles:

- line management of Faculty or of Student Support teams;
- whole school leadership for an area of the school's Strategic Intent;
- management of specific developments as identified in action and development plans;
- monitoring, self-evaluation and quality assurance.

Finally, and perhaps most importantly, our new colleague will be an excellent teacher.

Learning Support and Special Educations Needs

Individual teachers take responsibility for the teaching and learning of all students with SEND. The SENDCO and Learning Support department provide additional help and guidance students, teachers and subject teams as necessary. The Learning Support department works directly with 13 students with Education, Health and Care Plans. In

addition 45 students are supported with an identified special educational need and the learning and progress of a further 113 students are closely monitored.

The Learning Support Department provides a mixture of in-class support and more specific programmes for small groups of students. There are seven Teaching Assistants, an SEN Admin Assistant and one HLTA. We have a well-equipped and recently refurbished suite of Learning Support rooms.

Application

Please complete the application form and include a supporting statement outlining:

- why you wish to be appointed Assistant Headteacher (Learning Support and SENDCO) at Harlington Upper School;
- how your experiences, skills and abilities have prepared you to be an Assistant Headteacher at Harlington;
- how you would lead our Learning Support work to secure the best possible student outcomes.

Closing date: 3pm on Wednesday 27 September 2017

Proposed Interview date: Monday 2 October 2017

Person Specification: Assistant Headteacher (Learning Support and SENDCO)

Essential	Desirable
Skills and Experience	
Education to degree or equivalent level in a relevant subject plus teaching qualification	The National Award for Special Educational Needs Co-ordination
Experience of classroom teaching, including evidence of a high levels of student achievement	Experience of securing high levels of achievement for students with SEN
Experience of team leadership and management in an school	Experience of leading whole-school developments
Excellent knowledge and understanding of current issues in SEND education	Experience of leadership and management of SEND in a secondary/upper school
Well developed skills: written and oral communication; ICT; organisational;	High level understanding or experience of staff and curriculum development, including support for and guidance of colleagues
Personal Qualities	
Strong commitment to the values and ethos of the school	Flexibility and good time-management skills
Ability to communicate well with students, parents, school staff and other professionals.	Ability to motivate students and staff
Ability to influence positively the morale and effectiveness of colleagues and students	Ability to resolve difficult situations
Readiness to identify and respond to new challenges; perseverance	Potential for further promotion

Job Description: Assistant Headteacher (Learning Support and SENDCO)

Responsible to: Headteacher

The Assistant Headteacher will play a significant role in the formulation and implementation of policy in all areas of school life. S/he represents the values and ethos of the school to the students, parents, governors and wider community.

The postholder will be paid on the Leadership Scale 10 - 14

This document should be read in conjunction with the relevant section(s) of the current School Teachers' Pay and Conditions document.

School Leadership responsibilities

- a) To contribute to the formulation and monitoring of school policy aims and objectives.
- b) To support student learning as the core purpose of the school.
- c) To play an active part in upholding high standards of student behaviour and responsibility.
- d) To share responsibility for the development and welfare of all staff.
- e) To participate in key events, eg Open Evening; staff appointments; support for colleagues, extra-curricular and out-of-school-hours activities.
- f) To shadow, support and rotate roles with other members of the School Leadership Team as necessary.
- g) To work with the headteacher and school governors to ensure that the school meets its statutory and educational responsibilities.

Leading teaching, specifically for students with SEND

- a) To teach, as directed by Headteacher.
- b) To participate and lead, as appropriate, monitoring and quality assurance of teaching.
- c) To be line-management link to specified sections of the school.
- d) Carry out the performance management and appraisal of a number of colleagues.
- e) To provide or coordinate appropriate training for school staff.

Specific Responsibilities

- a) To work with the Headteacher and Governing Body to coordinate to strategic direction and development of SEND provision in school
- b) To oversee the day-to-day operation of the school's SEND policy and co-ordinate provision for children with SEND
- c) To liaise with parents of students with SEND
- d) To be a key point of contact with external agencies and educational professionals

- e) To identify appropriate achievement targets for SEND students
- f) To monitor and evaluate progress, behaviour and attitudes for SEND students, and work with subject staff to achieve targets.
- g) To plan and implement strategies where improvement needs are identified.
- h) To ensure that the school keeps accurate records of all students with SEND
- i) To manage staff, budget and resources allocated to SEND
- j) Manage and oversee the transition programme for students with SEND joining the school