



MANOR MEAD SCHOOL

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Executive Headteacher: Mr Mark Bryant

Head of School: Mrs Tracey Penman

October 2025

SEN CLASS TEACHER, PART TIME – MATERNITY COVER

- **Contract:** Part-time (3 days per week, Wed, Thur, Fri), Temporary for up to a year
- **Salary:** MPR/UPR + Fringe + SEN1 allowance (or unqualified teachers welcome to apply)
- **Closing date:** Wednesday 12th November 2025 at 9am
- **Interview:** TBC
- **Start Date:** December 2025

Dear Applicant,

We are offering a great opportunity for you to join our skilled, innovative, energetic and committed staff team and contribute to making a real difference to the lives of our very special pupils and their families.

Manor Mead is an Outstanding school for pupils aged 4-11 with severe, profound and multiple learning difficulties, some with associated autistic spectrum disorder. Manor Mead is federated with Walton Leigh Secondary School; a special school for students aged 11-19 and also rated Outstanding. Along with the being a key member of the Manor Mead team you will enjoy the benefits of The Federation of Manor Mead and Walton Leigh Schools, which provides valuable opportunities for sharing of best practice, excellent professional development support and career progression.

We have a vacancy for maternity cover for a Part-time SEN Class Teacher in our KS2 ASD class. The successful candidate will be supported within the class by a senior teaching assistant and a team of teaching assistants and more widely by a senior management team with many years' experience and an excellent understanding of the rewards and challenges of teaching in a special school. You will also be collaborating with therapists, specialist teachers and other professionals to support our pupils' diverse needs and enable them to learn and make progress. You may have responsibility for a curriculum area.

Manor Mead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following the procedures recommended to safeguard children, we will be taking up references if you are shortlisted for an interview. The successful applicant will be required to undertake a DBS check.

To arrange a visit please telephone the School Office on 01932 241834 or e-mail office1@manor-mead.surrey.sch.uk.

We look forward to receiving your application.

Yours sincerely,

Mark Bryant
Executive Headteacher

Encs: Safeguarding Statement
Application Form
Job Description & Person Spec



The Federation of Manor Mead and
Walton Leigh Schools



The Federation of Manor Mead and Walton Leigh Schools

Safeguarding Children: Child Protection Policy Statement

Through this Child Protection Policy we are supporting these aims of the schools:

- To provide a safe and secure environment for our pupils where learning is enjoyable and challenges can be met and overcome
- To work in partnership with parents so we may support each other to the benefit of the child
- To work closely with other professionals to support children and their families
- To enable each child to develop a sense of high self-esteem
- To promote respect of others regardless of race, culture, religious beliefs, gender or disability.

Responsibilities

Governors

The Governing Body recognises its responsibility under Section 175 of the Education Act 2002:

- To safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate procedures in school to identify, assess and support those children who are suffering harm.
- To ensure that all staff have received the level of training they need in the area of Child Protection.
- To ensure that all adults who have substantial access to the children in school have been checked for their suitability e.g. Disclosure and Barring Service checks. Any staff member who is found not to be suitable to work with children will be notified to the appropriate bodies. Clearance is not required for students and volunteers who are not given 'substantial unsupervised access on a sustained or regular basis' to pupils.
- When letting the schools for use by other parties, the Governors take responsibility for checking the suitability of the individual or organisation for their suitability of working with children and ensure that similar checks are carried out by the person or organisation who is using the school premises

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL), who is the Head of School, makes sure that all concerns are addressed following the agreed procedures and works with other agencies as appropriate.

All adults

All adults working in the schools have a part to play in protecting pupils from harm by reporting any concerns they have about a child's welfare in accordance with the school procedures.

Keeping Children Safe in Education

The schools follows the guidance 'Keeping Children Safe in Education' 2018.

Systems are in place which are designed to:

- Prevent unsuitable people working with children and young people
- Promote safe practice and challenge poor and unsafe practice
- Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe
- Contribute to effective partnership working between all those involved with providing services for children and young people.