

March 2023

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

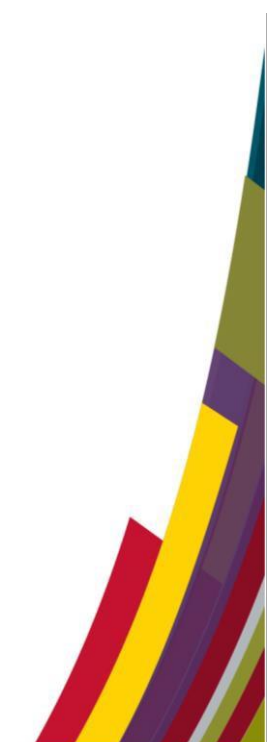
We warmly welcome informal enquiries to head@myton.co.uk. Our Deputy Head, Liz Curtis, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher



INFORMATION FOR APPLICANTS

Assistant Head Teacher (SENCo)

Closing date: 9.00am, 24 March 2023

The following guidance is to help you to provide the necessary information required for us to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively, you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to the [Privacy Notice for Applicants](#) on our school website.

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as “**Job Application for the post of ...**” to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

To abide by current Data Protection regulations, please contact your referees in advance and give them permission to provide us with a reference.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the government website

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare please provide details on the Declaration form, that will be sent to short listed candidates, and bring this with you to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasion it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one, the Criminal Record Declaration Form (in a confidential envelope) and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext 209/225. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your completed application.

Lisa Taylor
HR Manager

PERSON SPECIFICATION
Assistant Headteacher (SENCo)

	Essential	Desirable
Experience	• Successful teaching experience in raising student achievement • Extensive knowledge and experience of SEND legislation and practice • Experience of whole school leadership or management • Experience of and commitment to comprehensive education • Experience of developing others and applying quality assurance procedures • Experience of effectively utilising appraisal, training and staff development in raising achievement • Experience of holding staff to account for standards	• Qualified SENCo • Experience of OFSTED inspections • Experience of launching initiatives and seeing them through successfully • Successful teaching experience in more than one school • Experience of the effective development of assessment strategies
Skills / Abilities	• Well developed presentation skills • Excellent classroom teaching • Ability to hold others to account • Ability to work effectively with varied audiences • Ability to promote and market new ideas and concepts • Ability to improve and maintain the morale of others • Ability to build professional relationships • Evidence of continued professional development • Ability to prioritise and organize own work • Ability to delegate appropriately and to empower others • Clear educational vision with achievement at its heart	• Evidence of entrepreneurial approaches to problem solving • Evidence of significant strategic impact • Evidence of successful change management
Personal Qualities	• Evidence of sound leadership qualities • Sense of humour • High levels of Emotional Intelligence • Commitment to comprehensive community education • Ambitious for the school and all the students in it • Self-motivated and a “self-starter” • High expectations of themselves and others • Presence with staff, students and parents/carers	• Committed to continuously learn and develop in terms of SEND leadership theory and practice • A commitment to being ‘well-read’

JOB DESCRIPTION

POST TITLE: Assistant Head Teacher (SENCo)

REPORTING TO: Deputy Head Teacher

1. Job Summary / scope / purpose

- Develop and implement a clear and coherent vision for the provision of vulnerable students at Myton School, ensuring that all vulnerable students receive the appropriate support to achieve their potential, academically and socially.
- Ensure the provision is compliant with all relevant legislation.
- Ensure the school meets its legal responsibilities to students within the Equalities Act.

The following job description is for guidance only. All school leaders are expected to fulfil their duties of day-to-day school leadership and management.

2. Key Responsibilities

- Develop a culture of aspiration to all students, with SEND, throughout Myton by clearly articulating the vision to all stakeholders.
- Ensure all staff understand their role in taking collective responsibility for all students with SEND.
- Develop a strategy for students, with SEND, to deliver the vision including the effective deployment of resources.
- Lead the department, and the deployment of the TA team, to ensure effective impact on students with SEND.
- Ensure all students receive good, or better, teaching consistently throughout the curriculum by:
 - ensuring clarity of expectation for all staff and an understanding of effective and appropriate teaching of vulnerable students;
 - working with senior and middle leaders to ensure consistent expectations across the curriculum;
 - developing the skills of teachers through coaching, training and quality assurance activities;
 - ensuring high quality and personalised information which addresses the needs of students is shared with staff;
 - ensuring learning barriers are identified and strategies developed to address them;
 - monitoring the academic and social progress of vulnerable students through the analysis of all available data and evidence, intervening promptly and appropriately.
- Develop system within school which ensure students, with SEND, are supported appropriately including:
 - provision mapping which builds in aspiration;
 - use of personal targets which remove barriers to learning;
 - close liaison with parents/carers, students, staff and agencies to ensure a consistent and collaborative approach;
 - effective transition between phases including effective links with our primary partners;
 - clear entry and exit criteria for the SEND register which are understood by all stakeholders and which ensure accurate assessment of need.
- Ensure that school carries out its statutory responsibilities regarding students with EHCPs.
- Ensure that school meets all its legal duties under the Equalities Act and that staff are made aware of their legal responsibilities and any actions or provisions required.

- Ensure exam access arrangements are in place including the assessment of need.
- Ensure associated policies are compliant with legislation (equality, disability, SEND etc.)
- Ensure that the website is up to date with all relevant statements and information including statutory requirements.
- Be part of the School Leadership Team and participate fully in the shared responsibilities of members of LT.

3. Line Management Responsibilities

The Assistant Head Teacher will be responsible for leadership and management of the SEND team (Assistant SENCo/LINC Office Manager), the Behaviour Team, the Mental Health Lead and the LAC/PLAC Learning Mentor.

Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Senior Leadership Team.

Grade	ISR L10 – L14
Salary	£55,360 - £61,042 per annum You will be paid at a point on the individual salary range on the leadership pay spine, with a minimum starting salary of £55,360. Pay progression is assessed annually in the Autumn term in accordance with the School's Pay Policy.
Hours	The appointment is for all year round on a full time basis and will include such reasonable hours as may be necessary to enable the effective discharge of the professional duties. You are required to keep your working hours flexible to a reasonable extent, depending on operational, academic and pastoral requirements of the School. Your working weeks include the School closure periods except for periods of authorised annual leave.
Probation Period	There is a probationary period of one and a half terms, during which either party may terminate the employment on one month's notice or payment in lieu of notice. The School may, at its discretion, extend the probationary period for up to one further term.
Leave	Employees are entitled to 5.6 weeks paid leave during each year inclusive of the bank/public holidays in England and Wales. Unless in exceptional circumstances, employees are not permitted to take annual leave during term time or on staff training days. Other leave of absence, paid or unpaid, may be granted in line with the Time Off Work and Family Friendly policies.
Sickness Absence	Sick pay is payable in accordance with length of service, ranging from 15 school days paid leave during probationary period, up to 100 school days full pay and 100 school days half pay during the fourth and subsequent years of continuous service at this school.
Pension Scheme	This appointment is eligible for automatic enrolment onto the Teachers Pension Scheme unless you elect to opt out and make private pension arrangements.

Notice Period	After successful completion of the probationary period, your employment may be terminated by either party by giving a minimum of two months' notice (three months in the Summer term), terminating at the end of a school term. Your employment may be terminated summarily without notice in the event of gross misconduct, if you commit a serious breach of your obligations as an employee or if you cease to be eligible to work in the UK or cease to satisfy the conditions of employment.
Other Duties	You may not undertake any other duties during your hours of work for the Academy whether paid or otherwise. If you wish to have any other employment, or work with any other organisation, you will need the prior written consent of the Head Teacher.
Place of Work	Your normal place of work will be the School's premises at Myton School, Warwick, or such other place within a reasonable travelling distance as the School may reasonably determine. You may be required to travel to, and work at other locations within the UK for the purpose of supervising students attending meetings/events.

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health providing staff with free information, support and advice, including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Early Career Teachers (ECTs):

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop-in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.