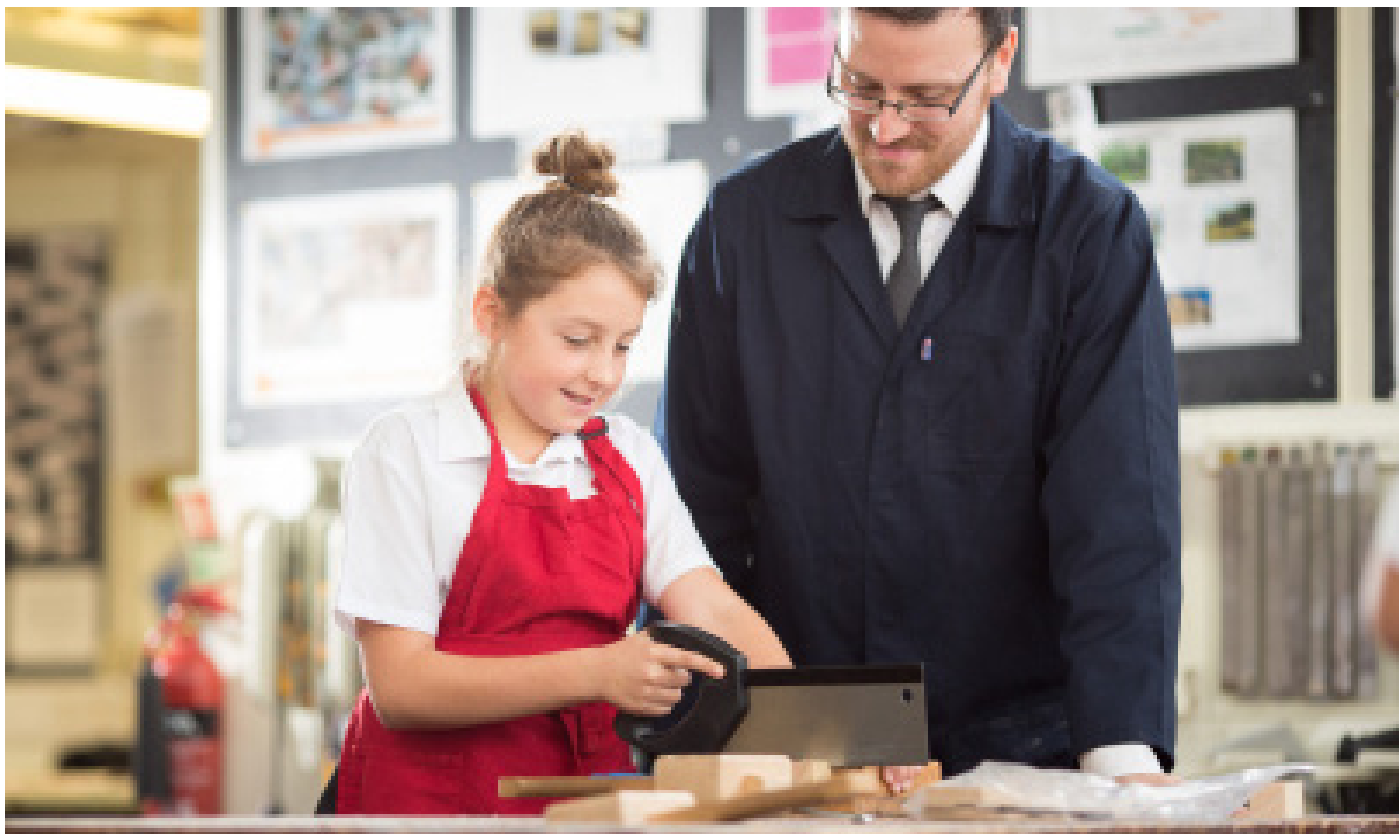




CANDIDATE BRIEF
ASSISTANT HEAD TEACHER (SENCO)

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY

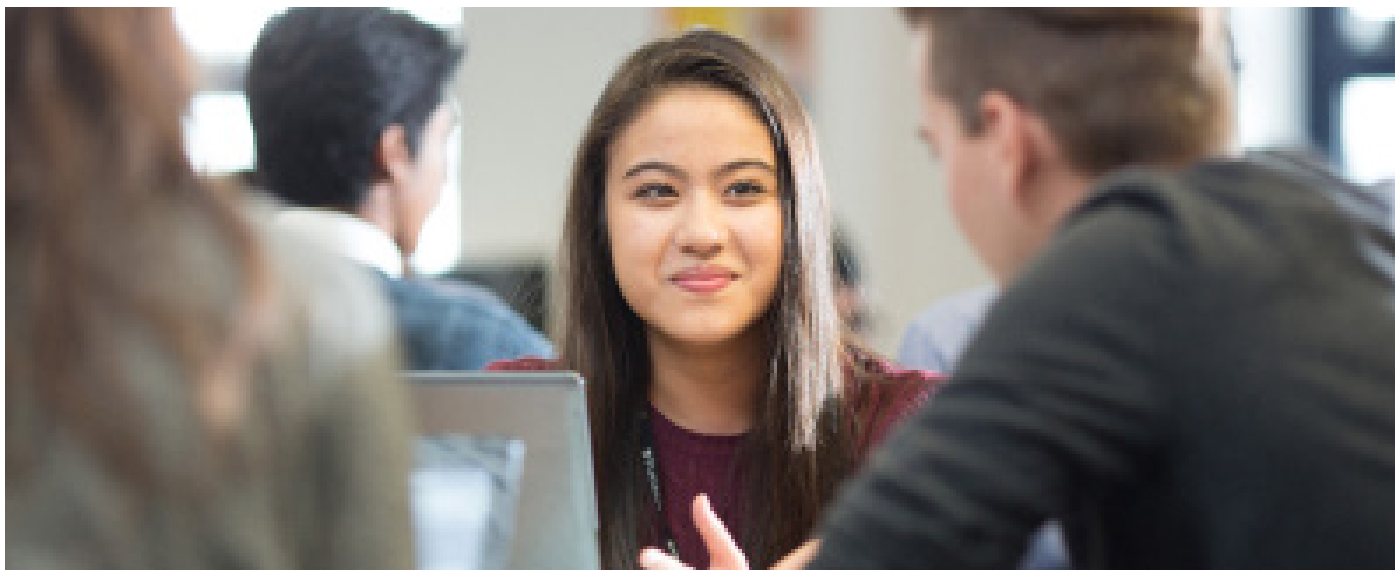


Applications must be received by **9am** on **Monday 31st January 2022**

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



Leading specific and additional teaching and learning throughout the school – SENCO, Inclusion, Social and Emotional Aspects of Learning

Job Purpose

- Lead and develop teaching and learning ensuring equal access for all groups of pupils
- To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document' (see class teacher job description).
- Lead, develop and enhance teaching practices of others.
- Lead, develop and manage inclusive practice throughout the school.

General Duties

- To have due regard to the requirements of the National Curriculum and the National Standards for Teachers and SENCO.
- Manage and evaluate the outcomes of intervention programmes and support for children with Special Educational Needs.
- To lead in the promotion of a professional, caring and supportive atmosphere with the school.
- To take responsibility for leadership of Inclusion: SEN, Social and Emotional Aspects of Learning.

Strategic Development

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

- Plan and assess pupils' learning using knowledge of school policies, schemes of work and the National Curriculum requirements.
- To play a role in ensuring that school policies and practices are adhered to throughout the Key Stages.
- In partnership with the Leadership Group, monitor and evaluate the quality of teaching and learning throughout the Key Stages.

- Help others to evaluate the impact of their teaching on pupil progress.
- Ensure continuity and progression in the Key Stage through the analysis of pupil performance data, the assessment of progress and support for teachers in the Key Stage with target setting.
- Work with other teaching and learning leaders in school to ensure coherence and consistency in curriculum progression.
- Ensure that the Head Teacher and Leadership Group are informed about policies, plans, priorities and targets for the Key Stage and that these are included in the school development plan.
- With the Leadership Group, monitor and evaluate the progress made, with priorities and supporting action plans, in the school development plan.
- In partnership with the Leadership Group, support the implementation of the SEN Code of Practice in order to foster a creative, rich and exciting curriculum.

Teaching and Learning

To secure and sustain effective teaching for individuals, groups and classes.

- To be an outstanding practitioner who knows and understands how pupils learn.
- To be an exemplar of high quality teaching and learning so that others are inspired and motivated.
- To offer support and guidance to assist collaborative planning linked with a programme of monitoring and evaluation.

Leading and Managing Staff

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

- To be responsible for the induction of teachers into the school.
- Monitor the INSET needs of colleagues in the Key Stage and in collaboration with the Leadership Group ensure that they are met.
- Organise and lead school based INSET as appropriate.
- Act as team leader for appraisal in line with policy and procedure.

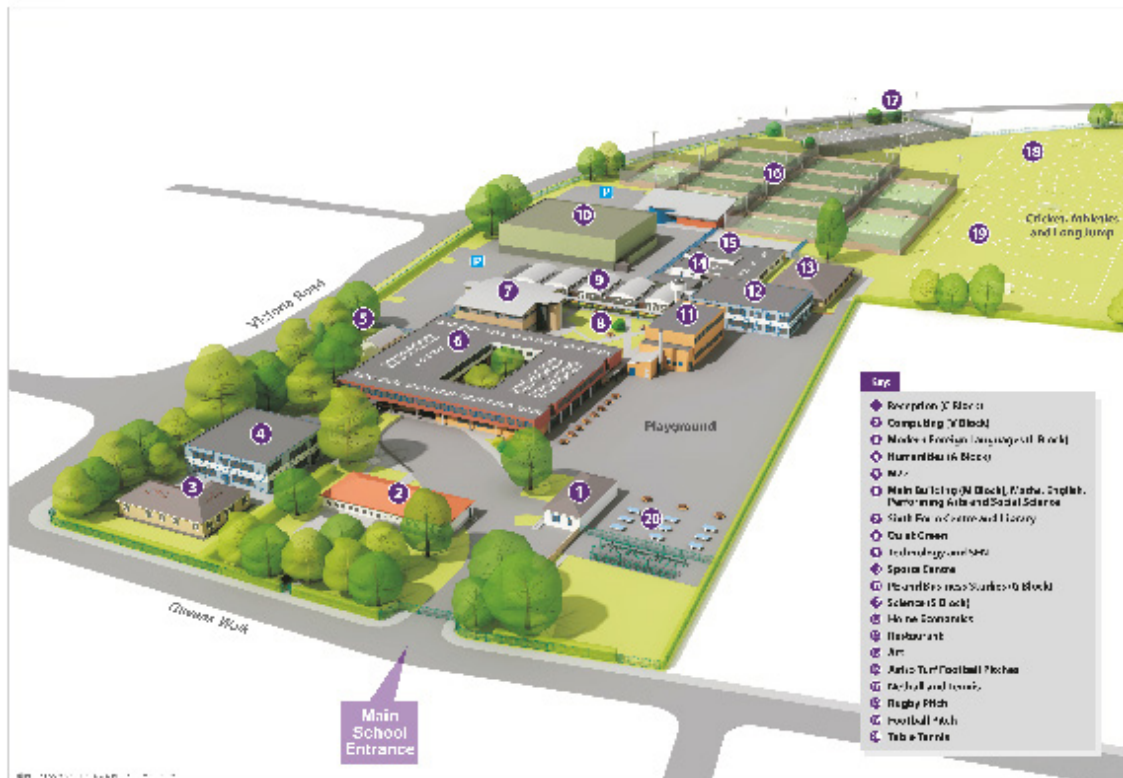
Development of Staff and Resources

To develop, monitor and control resources within the teaching area.

- Establish resource needs for the school and advise the Head Teacher and Leadership Team of priorities for expenditure and allocate resources effectively – in terms of Inclusion.
- Deploy Support Staff effectively.

QUEENSMEAD

excellence through learning



T: 020 8845 6266

E: recruitment@qmschool.org.uk

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