

Assistant Headteacher for Inclusion



**WEXHAM COURT
PRIMARY
SCHOOL**

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Vision

Preparing every child to become a successful individual in an ever evolving world.



Values



**BUILD
BELONGING**



**STRIVE FOR
EXCELLENCE**



**DO THE
RIGHT THING**

Behaviour Code



READY



RESPECTFUL



SAFE

Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of Assistant Head Teacher for Inclusion at Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

Ubuntu – I am, because you are.

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing and supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.

As an SLT we feel that we can best help children by ensuring their teachers are highly skilled and prepared to teach without distraction or unnecessary loads. The biggest difference to teaching and learning is the expertise of teachers. Therefore, professional development is ongoing and delivered through our Professional Learning Communities (PLCs). These are led by knowledgeable staff members with the aim to upskill everyone. We wish to recruit a practitioner who is ambitious, keen to learn and values our vision.

Finally, our children love school! In the morning they come running in, always smiling as they greet you. Behaviour is excellent because we know our children well and they would never want to let us down.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. Come and speak to them and get the answers you need. All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

Here are a few comments from our Teachers...

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

Miss H Brian



'A diverse School with friendly colleagues and wonderful children. It provides great CPD to support our practice, enabling us to provide the best education to our students. The School has supported me since my training year until now, and I am excited to continue my journey with the Wexham team!'

Miss K Kobayashi

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. Navroop and SLT are continuously supporting Teachers to progress in their careers whether it's the start of their journey as an ECT or a qualified teacher.

Whilst being an ECT at Wexham, I received excellent support and direction to be able to provide quality teaching and enhance my own development. I have received excellent CPD and the opportunity to observe high quality teaching'.

Miss A Rehman



Welcome from the Pupils

Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Teacher who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We are an Active Movement School, which keeps us fit and healthy. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

Come and meet us so we can share our School, we know you will love it too!

The Prefects



About Wexham Court Primary School

Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13th century.
- The schools name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18th century.
- There used to be a post office on site, which fell down 20 years ago
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 7 years!
- The school used to be a middle school.

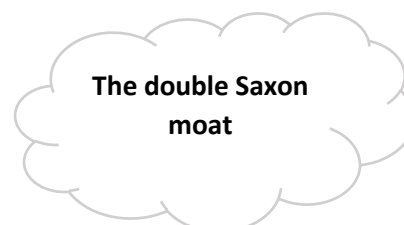
Our present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel.
- We run national training events at the Barn.
- We are a Microsoft school and embrace technology everywhere.
- We value the arts, all children learn instruments, Spanish and have expert art experiences.
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach.
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils.
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our teachers do not take work home, planning is completed in PPA and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

Our future

Our future is exciting. Be a part of it.

The school badge reflects our school's evolution:



PLCs at Wexham Court Primary School

Why

The children at Wexham Court deserve the very best teaching, school environment and nurture. To create these conditions, we value high quality, evidence-based CPD for our staff. Developing teacher expertise is the most effective way to influence outcomes for children.



How

We focus on developing teachers' mental models of effective teaching by sharing concepts and evidence-based approaches. We have a community of staff engaged in collaborative enquiry to solve educational problems. PLCs are aligned to our strategic priorities as part of our implementation plans.

What

C21

- Curriculum intent, implementation and impact
- Curriculum leadership
- Assessment
- How children learn



Inclusive not exclusive

- Understanding disadvantage and its barriers
- Supporting children with SEND



Building conversations

- Ensuring great behaviour
- Understanding motivation



R2Y1

- Preparing children for Year 1
- Developing effective early years practice
- Preparing for early years reforms



Right and relevant

- Celebrating diversity
- Striving for equality
- Ensuring children understand identity



Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:





Assistant Headteacher for Inclusion

Position:	Assistant Head for Inclusion
Start Date:	April 2024 (or sooner)
Location:	Berkshire
Contract:	Full Time,
Salary:	L1 - L7

“Preparing each child to be individually successful in an ever-evolving world.”

We are looking for an Assistant Head Teacher, who has a secure knowledge of the curriculum, is enthused by developing teaching and learning and has a deep and passionate desire to help the most disadvantaged. The ideal candidate would be an advocate for SEND and have a clear vision for inclusive practise.

As leaders we believe that our pupils deserve the absolute best teaching every single day. As such, we go above and beyond to create the right environment for teachers, which in turn benefits our children. Our continuous professional development is personalised and linked to our vision and values. Being inclusion lead has many benefits that are often life changing for many. As such, this is a position of responsibility and accountability to your team and the children. We look forward to hearing from you soon.

We offer:

- Excellent professional development
- A well developed, enjoyable, and relevant curriculum
- A SEND provision which meets the needs of our pupils
- Behaviour and attitudes of pupils and staff are excellent
- We aim for ALL our children to achieve the National Curriculum and become well rounded musicians, sportspeople and leaders
- We offer coaching, mentoring to support and a supportive leadership team
- An LA wide commitment to becoming a more inclusive borough.

About You:

- Our pupils are important to you
- Experience of leading SEND is preferable
- You fully immerse yourself in the leadership role
- You are decent, honest and supportive
- You are willing to listen to others and take constructive feedback
- You are willing to hold others to account as well as support people to develop
- You will continue to personally develop your knowledge and teaching.

Find out more: Contact our HR Lead, Attia Mian at; amian@wexhamprimary.com or 01753 524 533/989 or visit our Twitter [@wexhamPS](https://twitter.com/wexhamPS), or our website: www.wexhamprimary.com

Key dates to be mindful of: Closing date for applications Monday 11th December @ 12pm, with interviews taking place on Wednesday 13th December. Please be aware of our timescales when applying.

We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.

JOB DESCRIPTION: INCLUSION LEAD AHT

Responsible to:

Head Teacher

Position in the school:

Member of the SLT, leading on Inclusion (SEND, EAL and Pupil Premium, vulnerable children and Deputy DSL.

Main purpose of the job

- Carry out those responsibilities defined by statute with specific reference to conditions of employment of Assistant Headteachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' including the educational standards, internal organisation, management and control of Wexham Court Primary School. In addition, this job description is based on the responsibilities listed in the Special Educational Needs and Disability (SEND) Code of Practice, the SEND Regulations 2014 and the School Teachers' Pay and Conditions Document. The SENDCo must carry out those responsibilities defined by statute with specific reference to the publications mentioned above.
- Assist the Head Teacher in the effective leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher in keeping with relevant policies and practices.
- Assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations with a clear focus on student achievement and progress.
- Assist the Head Teacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, such as timetables and duty rotas.
- Provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning through the implementation of an engaging and exciting curriculum.
- Determine the strategic development of SEND/EAL and disadvantaged policy and provision in the school.
- Monitoring and implementation of pupil premium strategy.
- Acting as a Deputy DSL and assisting in safeguarding and child protection (including online safety).
- Provide guidance and support for teachers and other staff, in order to improve the quality of teaching and learning through the implementation and development of appropriate strategies, methods and resources for differentiation.
- Build and develop appropriate relationships with students, parents, staff, governors, external agencies including medical and social services.
- To strategically lead on the development and implementation of the use of meaningful data to ensure informed interventions for both attainment and progress for SEND/EAL and disadvantaged learners.
- The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

Core job functions: PERSONAL RESPONSIBILITY

- a. To implement school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- b. To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- c. To advise the Head Teacher on development issues and planning relating to the education of pupils within all Key Stages in a timely fashion.
- d. To play a full and active part in activities related to teaching and learning for all students and staff.
- e. Be an excellent role model for all members of staff and for pupils in all aspects of school life. To actively promote the aims and vision of the school.

- f. Committed to undertaking continuous professional development and assist with the professional development of others

Core job functions: INCLUSION LEAD (INCLUDING THE ROLE OF SENDCO)

- a. To provide support to pupils with SEND, EAL, vulnerable or disadvantaged pupils or those who are otherwise in need of additional support.
- b. Advising and supporting other members of staff e.g. Teachers and LSAs. Liaising with class teachers to identify and support pupils in need of additional support.
- c. Having oversight of the school's provision for pupils with SEND, EAL, those who are pupil premium or other vulnerable children and maintaining accurate records of the same.
- d. Providing support for short-term issues that may affect a pupil's wellbeing.
- e. Working with external agencies and professionals as necessary or as directed by the headteacher.
- f. Communicate with parents about specific interventions or support in place for their child. Liaise with parents about their child's progress on a regular basis
- g. Provide training and support for LSAs and teachers.
- h. Implement and lead intervention groups for pupils with SEND, EAL, pupil premium or other vulnerability and evaluate their effectiveness.
- i. Supervise LSAs and other members of staff carrying out interventions
- j. To attend training and meetings as necessary and cascade any relevant information to staff and stakeholders as appropriate.
- k. To advise the Headteacher on development issues and planning relating to the education of pupils with SEND, EAL, pupil premium or other vulnerability in a timely fashion.
- l. Be aware of the provision in the local offer.
- m. Promoting the inclusion of all children with SEND, EAL, pupil premium or other vulnerability within the school community and access to the curriculum, facilities and extra-curricular activities.

Core job functions: DESIGNATED SAFEGUARDING LEAD

- a. To be responsible for safeguarding and child protection (including online safety, filtering and monitoring).
- b. To take responsibility for implementing the regulations regarding filtering and monitoring laid down in Keeping Children Safe in Education.
- c. To provide advice and support to other staff on child welfare, safeguarding and child protection matters.
- d. To take part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children.

Core job functions: TEACHING & LEARNING

- a. To ensure that quality first teaching is taking place through effective planning and regular evaluation, and through using a range of teaching strategies which match a range of pupils preferred learning styles to achieve student success.
- b. To model quality first teaching, and when leading a class teaching should be modelled and assessed.
- c. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- d. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

Key Accountabilities: LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- a. Make clear quantifiable data available to a range of audiences to support self-evaluation, using FFT, ASP and internal data in relation within areas of accountability.
- b. Lead on quality assurance for Teaching and Learning and the curriculum in respect of children with SEND, EAL, pupil premium or other vulnerability
- c. Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, Governors and other senior staff.
- d. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher.
- e. Help implement and sustain effective systems of quality assurance for all key areas of accountability.
- f. Assist the Head Teacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- g. In conjunction with the Head Teacher and Finance Team, ensure funds are used effectively to provide best value within agreed expenditure limits.
- h. To ensure the quality and health and safety of the school buildings remain suitable and safe in line with appropriate legislation and guidance.
- i. In conjunction with the Head Teacher ensure the effective delivery of good quality people management practices to achieve high standards and harmonious and positive relationships.
- j. In conjunction with the Head Teacher to be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines such as those provided by the DfE and General Teaching Council for England.
- k. Take a significant role in the implementation of all aspects of the school's performance management practices in accordance with statutory requirements to secure school improvement and individual professional development.
- l. Work in accordance with the LA and DfE strategies and policies and liaise with LA staff and other external agencies as appropriate.
- m. Work closely with the Head Teacher and the Governing Body.

The duties outlined above are not intended as an exhaustive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Head Teacher.

Generic Accountabilities

- a. Participate in recruitment and selection, as agreed with the Head Teacher.
- b. Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- c. Attend occasional meetings during evening hours, at weekends or in school holidays, as required
- d. Take whole school assemblies and to support other staff with assemblies.
- e. Prepare and present reports, as required to governors, LA officers, parents, or outside agencies.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Wexham Court Primary or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the UK GDPR and are properly applied to pupil, staff and school business/information.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

PERSON SPECIFICATION – INCLUSION LEAD AHT

Competency		Attributes – Child Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills	Essential/Desirable
Qualifications	1.1	Qualified Teacher Status	Essential
	1.2	Honours degree (2:2 or above) or equivalent qualification	Essential
	1.3	Either already having or willing to work towards SEND qualifications.	Essential
	1.4	Evidence of recent relevant professional development and study e.g. NPQSL or Master's, or other training in preparation for leadership	Desirable
Experience	2.1	Successful leadership & management experience that has led to raising standards in teaching & learning and whole school progress	Essential
	2.2	Experience of leading performance appraisal	Desirable
	2.3	Experience of working effectively in a multicultural community	Essential
	2.4	Experience of producing and implementing strategic improvement plans	Desirable
Knowledge & Understanding	3.1	National policies and developments in primary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all pupils needs, SEND Code of Practice and inclusion practise	Essential
	3.2	What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning within the Ofsted framework	Essential
	3.3	Innovation in curriculum design to enhance teaching and learning which enables pupils to become self-motivated and effective learners	Desirable
	3.4	Knowledge of working with other staff members and parents regarding children with SEND, EAL, pupil premium and other vulnerabilities	Essential
	3.5	Knowledge of KCSIE and other safeguarding legislation	Essential
	3.6	Effectively assessing next steps for children with SEND, EAL, pupil premium or other vulnerability	Essential

Skills	4.1	Effective management skills to include: people management skills coordinating delegation, monitoring and evaluating all aspects of performance successfully	Desirable
	4.2	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	Essential
	4.3	Accurate use of data to inform plans and actions. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms	Essential
	4.4	Ability to engage parents/carers in the life of the School and to further improve attendance within the School	Essential
Leadership & Management	5.1	Be able to see the bigger picture and translate that to others with clarity	Desirable
	5.2	Exceptional IT, organisational and administrative skills in order to use systems effectively to ensure progress	Essential
	5.3	Demonstrate a methodical and analytical approach to work	Essential
	5.4	The ability to hold to account underperformance or promote good performance to get the desired effect	Desirable
	5.5	The ability to maintain confidentiality when working with families of vulnerable pupils.	Essential
Teaching & Learning	6.1	Leading and improving teaching through constructive feedback, review and evaluation to secure continuous improvement	Desirable
	6.2	High expectations of behaviour across the School for students and staff	Essential
	6.3	Able to understand the skills required to be an outstanding classroom teacher able to deploy innovative teaching and learning strategies linked to the schools vision, ethos and school improvement plan in order to achieve a consistent record of student success. This should include those with SEND, EAL, pupil premium or other vulnerability	Essential
Personal Attributes	7.1	The ability to manage one's self, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances	Essential
	7.2	Ability to establish and promote a safe, secure and healthy learning environment for pupils and staff. Ability to promote a healthy work-life balance for staff and oneself	Essential
	7.3	Ability to think outside the box and bring clarity, excitement and innovation into the curriculum.	Essential
	7.4	Committed to undertaking continuous professional development and assist with the professional development of others	Essential
	7.5	Ability to act as an advocate for all children with SEND, EAL, pupil premium or other vulnerability	Essential
Attitudes & Approaches	8.1	Demonstrate a positive approach with enthusiasm, resilience and perseverance and use this to motivate others and the ability to problem solve effectively	Essential
	8.2	The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share	Essential

	this commitment. Safeguarding training and qualifications are compulsory for all teaching staff.	
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How to Apply:



<https://www.tes.com/jobs>



www.wexhamprimary.com



Request an application form from amian@wexhamprimary.com

Dates:



Closing date for applications Monday 11th December @ 12pm, with interviews taking place on Wednesday 13th December. Please be aware of our timescales when applying.

Interview day:

This will be a process to share who we are and get to know who you are. Please try to relax, it will be as informal as we can make it. On the day you will have an interview, in which you may ask as many questions as you wish, we would love to understand more about your vision and beliefs around education, your past experiences and what you want for the future. We will let you know further details if you are shortlisted for interview.

References:

If you are selected for interview, references will be requested prior to interview. You must ensure that your current or most recent Head Teacher is one of those references. Please ensure your referees are aware of our timescales.