



Medina College
ASPIRE AND ACHIEVE

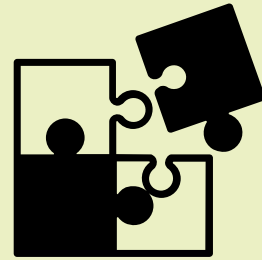
Assistant Headteacher SENDCo

Every teacher a teacher of SEND
Every leader a leader of SEND
Every governor a governor of SEND



Aspire and Achieve

ABOUT YOU



As our Assistant Headteacher – SENDCo, you will be an experienced teacher with a passion for ensuring excellent achievement for all students with special educational needs and disabilities.

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Every leader a leader of SEND
Every governor a governor of SEND**



**"When we all play our part,
we share responsibility
and create something
strong and long lasting."
Clare Belli, Director of
SEND - HISP MAT**

WHO ARE WE?

Medina College is an 11-19 school in the outskirts of Newport, on the Isle of Wight. The school has an above-average number of students with special educational needs and/or disabilities.

It also accommodates a specialist resource centre (The Aspire Centre) for 10 students (max of 15) with social, emotional, mental health needs, which is supported by the local authority.

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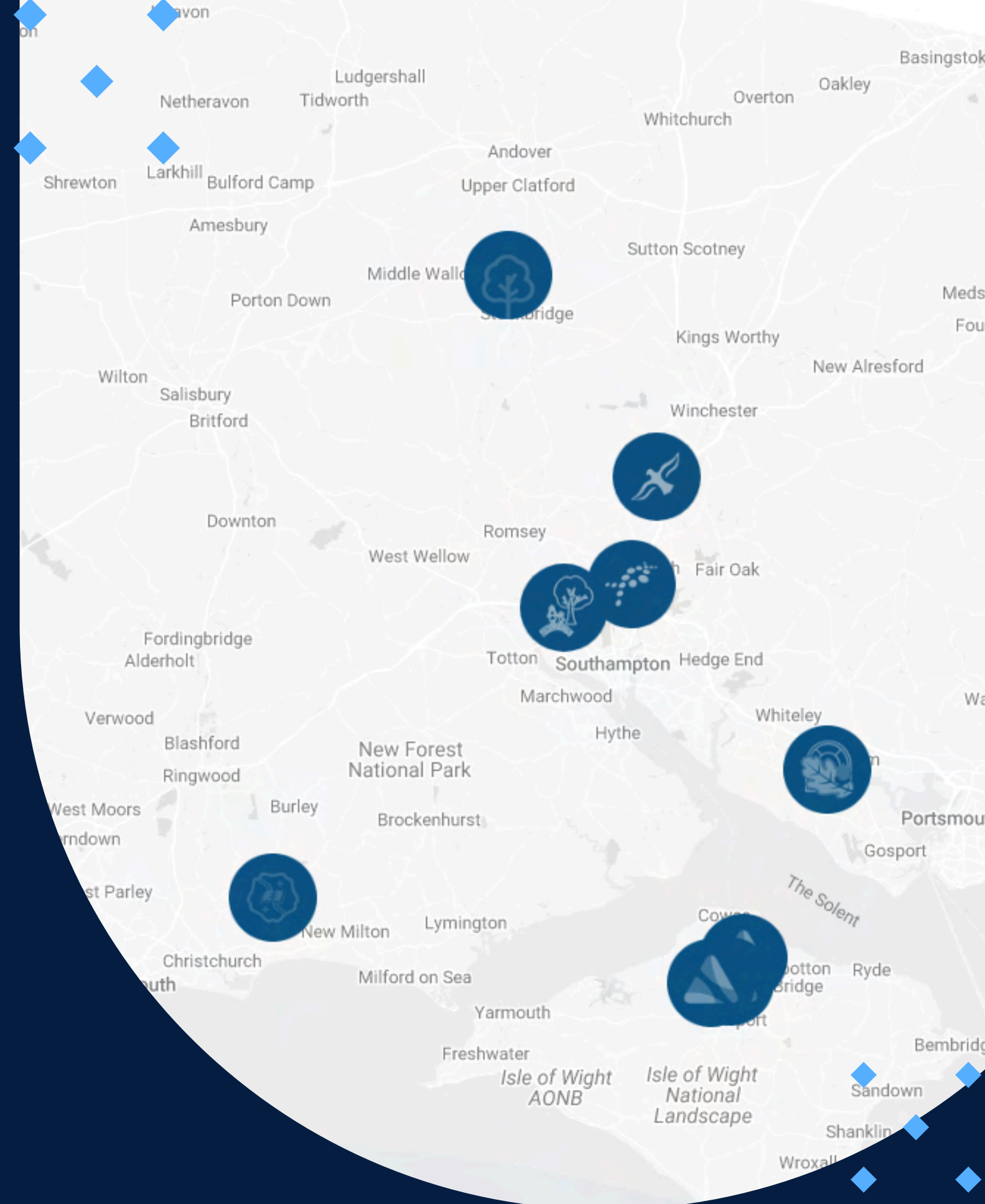
HISP MAT

Our Trust, One Trust: HISP Multi Academy Trust serving Hampshire, Isle of Wight, Southampton and Portsmouth

OUR TRUST was formed in January 2020. We now have eight schools: Thornden, Highcliffe, Test Valley and Crofton Schools, and Portswood and Tanners Brook Primary Schools, joined on 1 July 2024 by Isle of Wight's Carisbrooke College and Medina College (including VI Form). We are delighted to be in discussions with a number of other schools also interested in joining.

OUR TRUST's purpose is courageous, transformative education for all. Celebrating diversity and inclusion, our vision is to create and promote supportive environments that eliminate barriers to education and empower individuals.

Our mission is to empower learners to achieve and succeed by putting them at the heart of everything we do. This will be achieved with careful growth and sustainable school improvement; through the development and embedding of a professional continuum; by attracting high quality trainees to our School Centred Initial Teacher Training; nurturing talent; providing high quality CPD through our Teaching School Hubs, Maths Hub, Science Learning Partnership and Research Hub; and ensuring that we grow our own inspirational school leaders.



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JOB DESCRIPTION



Salary Scale / Grade: L12–L16
Reporting to: Head of School



Job Purpose:

To provide a supportive environment, which embraces opportunities for all students by securing high quality learning and teaching. The role will support our vision of ensuring that learners achieve their full potential both at school and as global citizens.



The Assistant Headteacher, under the direction of the Executive Headteacher and Deputy Headteacher (Head of School), will take a leading role in:

- Contributing to the School Improvement Plan
- Establishing policies
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives

Aspects specific to this Assistant Headteacher role:

- Ensure the school fulfils the legal requirements with regards to SEND
- Be the lead teacher for The Aspire Centre
- Develop and oversee the implementation of the school's SEND strategy
- Design and deliver interventions to reduce the attainment gap
- Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Provide support for teachers in developing effective teaching programmes and behavioural management techniques
- Manage and advise on the SEND budget
- Be the primary contact for external agencies relating to SEND
- Line manage the SEND team
- Support whole school events
- Be responsible for the appropriate section of the SIP

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TASKS AND RESPONSIBILITIES

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Leadership

Under the direction of the Executive Headteacher and Deputy Headteacher (Head of School):

- Support the day-to-day management of the school
- Communicate the school's vision
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development



Managing staff

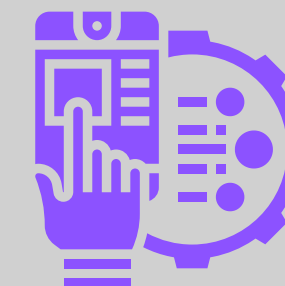
Under the direction of the Executive Headteacher and Deputy Headteacher/Head of School:

- Assist with the selection and recruitment of new teaching staff
- Performance-manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- Create an ethos within which their direct reports are motivated and supported to engage in training and development activities
- Commit to their own professional development, proactively identifying development opportunities



Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills



Systems and processes

Under the direction of the Executive Headteacher and Deputy Headteacher (Head of School):

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Manage all budgets delegated by the Executive Headteacher in accordance with the Trust Board's Financial regulations. To ensure the effective security and protection of all resources including the maintenance of Inventories where required
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour
- Implement systems for performance management, addressing underperformance and promoting excellent practice
- Work with the Trust Board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distributed leadership

OUR LEADERSHIP TEAM



Lisa Croke

Executive
Headteacher



Phil
Pearce-Jones

Head of School



This could
be you...

Assistant
Headteacher
SENDCo



Kerie
James

Assistant
Headteacher
Behaviour and
Safeguarding



Dave
Mumford

Assistant
Headteacher
Head of VI Form



Louise
Southwell

Assistant
Headteacher
Teaching and
Learning



Richard
Wiseman

Director of
Progress and
Attainment

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Will you...

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Provide training around what a quality support plan looks like?

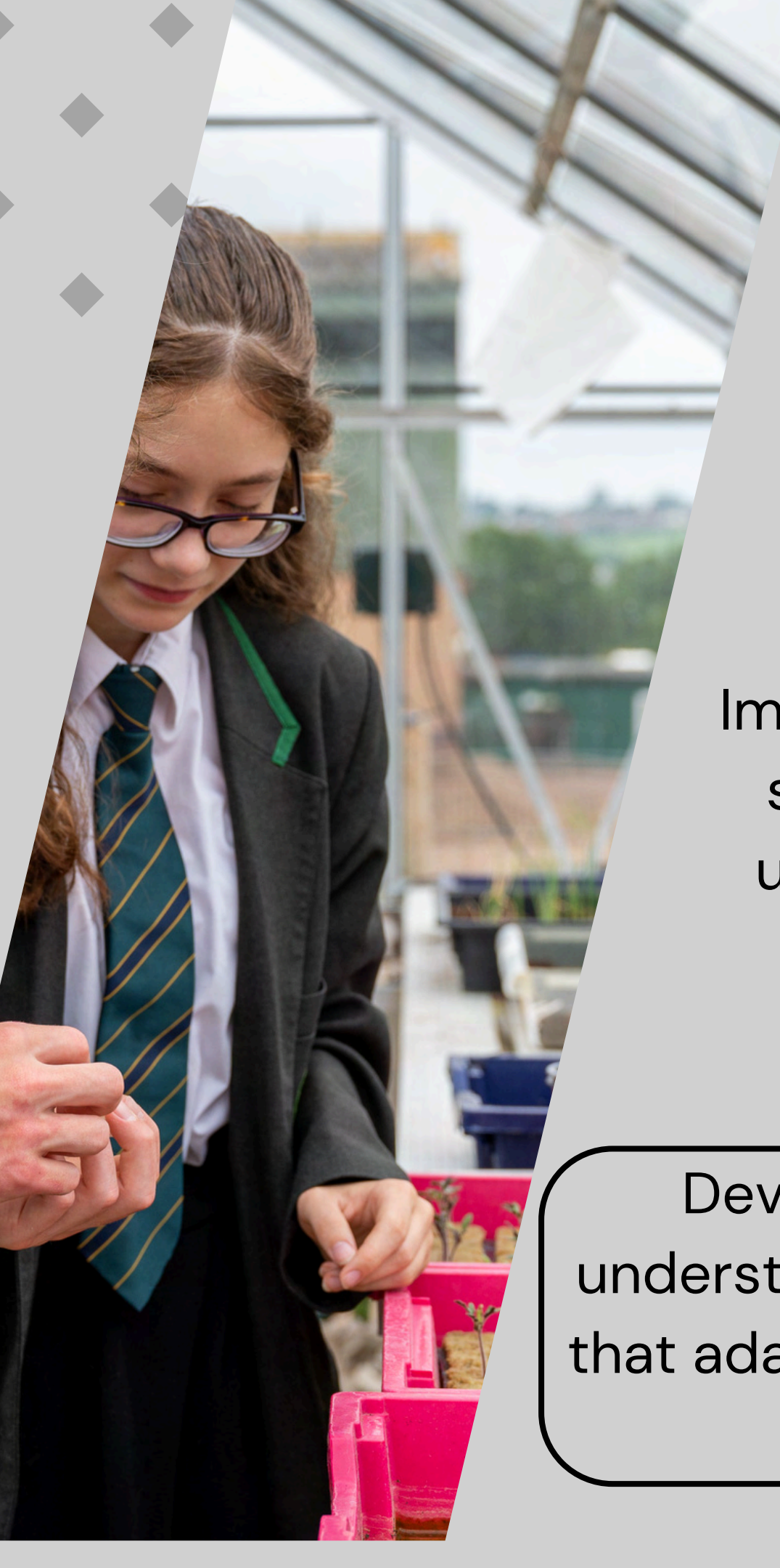
Provide support and challenge at pupil progress meetings and use analysis of data to inform future allocation of resources?

Improve the skills and deployment of support staff to positively impact upon the achievement, well-being, independence and progress of vulnerable pupils?

Feedback to class teachers, follow up and follow through?

Develop teachers' skills in recognising and understanding the needs of learners with SEND so that adaptive strategies can be used effectively to ensure pupils' access to learning?

If so...



Please contact us to arrange an informal chat about the role or make an appointment to come and visit us



01983 526523



hr@iow.hispmat.org

Thank you for your
interest

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