



MANOR MEAD SCHOOL VIRGINIA WATER

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Executive Headteacher: Mr Mark Bryant

Head of School: Ms Claudette Sims

April 2025

Join our outstanding Specialist School Federation

Deputy Head of School, Manor Mead Virginia Water

- **Salary range:** Surrey L12 - L16 (£66,665 - £73,539 FTE)
- **Contract:** Full-time Permanent
- **Application Closing date:** Monday 28 April 2025, 9am
- **Interviews:** Wednesday 7th May 2025
- **Starting Date:** 1st September 2025

Dear Candidate,

This is a wonderful 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.

We are a Federation of two outstanding specialist schools for pupils with Complex Social and Communication Needs, Severe Learning Difficulties and Profound Multiple Learning Difficulties, many of whom have an autistic spectrum disorder and/or additional diagnoses. Our Federation has grown significantly over the last few years now offering places to 240 pupils over three sites; our primary provisions at Manor Mead School Virginia Water, Manor Mead School Shepperton, and secondary school, Walton Leigh in Walton on Thames. The Federation will further expand by 60 places with the opening of a new Walton Leigh School site at Hurst Road in September 2027. In addition an extensive rebuild of the Manor Mead Virginia Water site will provide a modern, well-resourced learning environment for pupils and staff from September 2027.

In March 2025 the Federated Governing Body made the decision that Manor Mead and Walton Leigh will become academy schools within the London South East Academies Trust. As it stands the expectation is that the schools will officially transfer in November 2025 and this will provide an exciting opportunity for the successful candidate to benefit from the wider benefits of working within a forward thinking, strong and supportive Multi Academy Trust.

The successful candidate will benefit from the shared ethos, exciting vision and strong values of the Federation and wider trust with an emphasis on collaboration, staff development, support and commitment to achieving exceptional outcomes for all pupils.

From September 2025, we will have a vacancy for a Deputy Head of School at our Virginia Water site where there is provision for 60 primary aged pupils. The successful candidate will have a range of leadership responsibilities and as well as working closely with the Head of School at the Virginia Water site, will benefit from opportunities to work collaboratively with senior leaders at the Shepperton site, the wider Federation and, in the near future, the London South East Academies Trust.

The Federation of Manor Mead and Walton Leigh Schools 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 01344 842308 or e-mail admin2@manor-mead.surrey.sch.uk.

We look forward to receiving your application.

Yours sincerely,

Mark Bryant
Executive Headteacher



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 school:

- 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 the 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 school 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 school 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 school follows the latest guidance 'Keeping Children Safe in Education'. 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.