

BURNHAM GRAMMAR SCHOOL



Deputy SEND Manager

JOB APPLICATION PACK



Embracing Challenge

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This application pack includes:

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How to apply:

Please download an application form from our website and send your completed form to:

Mrs Akanksha Adivarekar
Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<http://www.burnhamgrammar.org.uk/231/vacancies>

Please note we do not accept CVs

Closing Date: 10am on Friday 20th September 2024

Interview Date: Monday 23rd September 2024

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2023:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"
(Ofsted Dec 2022)

Deputy SEND Manager

Bucks Scale 4, £29,477 - £31,645 pa FTE
(Salary Pro Rata)

33 Hours per week
Permanent, Term Time

Required for September 2024

11-18 Mixed Grammar School
NOR 1266 (6th Form 368)

"The behaviour of pupils is exemplary..... Pupils enthusiastically embrace challenge and enjoy learning."
(Ofsted December 2022)

Lead school in small MAT

2023 A Level:
84% A*-C grades
63% A*-B grades
31% A*-A grades

2023 GCSE:
94% grade 5-9
56% grade 7-9
33% grade 8-9

61% of students achieved 5 or more grade 7-9 at GCSE

We are seeking to appoint a caring; enthusiastic and pro-active person to provide support to a number of students with special educational needs.

The role will involve classroom support. The ability to empathise with students and understand their needs is essential. This is a busy and varied role; the ideal person will have excellent communication skills and be able to work as part of a friendly and supportive team.

Candidates should have experience of working in a school environment; experience with autistic students would be advantageous. Candidates should have a good standard of education, with a grade C/level 4 or above in GCSE (or equivalent) English and Maths.

The position is term-time only. Working hours will be 8:30am to 4pm on Mondays and 8:30am to 3:30pm Tuesday to Friday.

The role is offered as a permanent contract, term-time only. Some time may be spent covering lessons for absent staff when not needed in the SEN department.

Burnham Grammar School holds the Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD. We are also a Inclusion Quality Mark Centre of Excellence.

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."
(Ofsted December 2022)

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Interviews: Monday 23rd September 2024

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Adivarekar by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.
Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

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JOB DESCRIPTION



Burnham Grammar School

JOB TITLE: Deputy SEND Manager (or Lead LSA)

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 4
Term time + 2 weeks

DEPARTMENT: SEND

REPORTS TO: SEND Manager

POSTS SUPERVISED DIRECTLY: Learning Support Assistants

MAIN PURPOSE OF JOB:

The Deputy SEND Manager (or Lead LSA) supports the educational, physical, and emotional development of students with special needs. This role involves working closely with teachers, parents, and other professionals to ensure that students receive a high-quality, inclusive education tailored to their individual needs.

DUTIES AND RESPONSIBILITIES:

1. Maintain the SEND files, records and documentation in an organised and systematic basis, paper based and electronic, on a regular basis to ensure it is kept up to date. Maintain appropriate filing systems for own work to ensure documentation is easily retrievable and to stick rigidly to agreed SIMs and Edukey protocols.
2. Liaise with students and/or parents by telephone or email in issues of a confidential nature.
3. To take on the duties of a Learning Support Assistant in providing support for SEND students.
4. To undertake other duties appropriate for a Learning Support Assistant to meet the needs of individual students. And support the teaching staff to effectively meet all students' needs.
5. Establish regular and detailed feedback to colleagues regarding all SEND students and those referred to the department.
6. To ensure the accurate and up to date record keeping of the Learning Support Assistants support log.
7. To lead and participate in regular meetings with the SEND team and communicate actions to the relevant staff members.
8. Assist in leading specific voluntary SEND training for all staff.

Continued on next page

JOB DESCRIPTION

Individual and Group support for students (Do)

9. Provide one to one support, with appropriate training, to students who have been identified with needing support. Meeting with and providing information to the SEND Manager to Assess, Plan, Do and review support to students.
10. To deliver small group skills groups, as part of the Do process, for example ELSA and Lego Therapy.
11. To lead the SEND team in delivering the Social Skills group (Amicus), promoting the club to students that would benefit from this intervention.

Exam access arrangements and timetables

12. Complete evidence gathering and apply for Exam Access Arrangement via the online JCQ portal.
13. Complete Exam Reviews with students to ensure that all Exam Access Arrangements remain applicable.

SEND Testing (Assess)

14. Complete the Assess process to help identify students the may require additional support.
15. Collate and feedback to the SEND Manager as part of the Plan process.

EHCP and Annual Reviews (Plan)

16. Complete all statutory reports and collate evidence to support an application for an EHCP under direction from the SEND Manager.
17. Support the SEND Manager in the EHCP application process

Attendance

18. Track the attendance of all SEND students and highlight concerns to the SEND Manager and SENDCo in line with the school attendance policy.
19. Investigate all unauthorised absence for students with SEND.

Edukey (Review)

20. Under the direction of the SEND Manager upload documents and information to Edukey.
21. In partnership with Student and their Carers create Learning Support Plans as part of the Do process.
22. All data stored or shared adheres to GDPR requirements.
23. Carry out regular housekeeping procedures in Edukey to ensure that students' provision are current and appropriate.

Academic Review Days (Review)

24. Administer the school's academic review days for students with SEND with a Learning Support Plan. Ensuring that targets and

JOB DESCRIPTION

25. Attend all Key Stage 3 Parent Evenings to Review and Plan student progress.

General

26. Meet the GDPR competency required by the post.

27. Follow school policies and procedures especially those relating to child protection, health and safety and ensure that all actions meet the Data Protection Act and the requirements of GDPR using the school policy and relevant Privacy notices.

28. Respect confidentiality issues linked to home/students/teachers/school work and to keep confidences where appropriate.

29. Have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to attention of the Finance Director.

30. Assist the senior leadership team in reviewing, modifying and implementing systems as and when required.

31. Carry out any other reasonable professional duty as requested by the Headteacher.

32. Ensure filing of all documents related to individual students, including letters, emails, contact forms and evidence to support any exclusions.

33. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

34. To update or edit sections of the school website as directed.

Date prepared


This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Postholder..... Date.....

Signature of Headteacher..... Date.....



PERSON SPECIFICATION

 BURNHAM GRAMMAR SCHOOL Deputy SEND Manager Person Specification		
Qualifications and experience	Essential	Desirable
Educated to Grade A* - C/9 – 4 or equivalent in English and Mathematics	✓	
Good level of written and spoken English	✓	
Current valid UK Driving Licence and ability to travel to other sites	✓	
Higher Level Teaching Assistant Qualification		✓
Experience of working in a school setting providing in-class support to SEND students	✓	
Experience of Microsoft Office systems specifically Word and Excel	✓	
Experience of SIMS		✓
Understanding of Autism and how to support students in an educational setting		✓
Experience of supervising/coaching students, ideally in an educational setting		✓
Knowledge	Essential	Desirable
Awareness of strategies for teaching and learning		✓
Awareness of issues relating to special educational needs.	✓	
Skills and abilities	Essential	Desirable
Excellent listening and communication skills	✓	
Excellent planning and organisational skills to include time management.	✓	
Ability to reflect on practices and seeking ways to improve.	✓	
Able to stay flexible and patient with students, especially those who may be struggling.	✓	
Personal Qualities	Essential	Desirable
Motivation to undertake further professional training as appropriate.	✓	
Able to work as part of a team but also confident in working individually without close supervision	✓	
Flexibility to adapt to change whilst maintaining predefined standards.	✓	
<p>The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.</p>		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form which you can download from our website :

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to re-search applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.



MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.



PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award in 2014, 2017 and 2021

People Gold award.

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