



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

April 2024

Dear Colleague,

I am delighted that you are considering a position with us at St Edward's Royal Free Ecumenical Middle School. Thank you for requesting further information following our advertisement for the role of Inclusion Manager. I hope that you find the information enclosed useful and that you feel inspired to apply for this exciting and important post in our school.

St Edward's Royal Free is a heavily oversubscribed Middle School for pupils in Years 5 to 8 in light and attractive well-maintained buildings in an idyllic location in Windsor (with plenty of onsite parking for staff). Our vision of growth, taken from the parable of the mustard seed, and our four values of service, excellence, respect and faith, permeate everything that we do here.

Our team is made up of a unique combination of secondary and primary qualified teachers and a variety of support staff colleagues who have varied backgrounds, but who all have an interest with working with pupils within this age range. Working in a middle school is exceptionally rewarding. It provides the opportunity for subject specialist teaching and learning in both Key Stages Two and Three but without the pressure of external examination results. Many colleagues who have joined us from secondary or primary schools have commented on the positive impact on their wellbeing.

As the Headteacher I am fully committed to the wellbeing and development of our staff. We offer a choice of CPD programmes, with the flexibility for colleagues to do what best suits their professional and personal circumstances. I also take an interest in enabling staff to further develop their careers. We also provide staff with the technology required to make their lives easier with every member of staff being provided with a laptop. Our recent Ofsted report (September 2022) recognised the commitment to staff wellbeing, 'Staff feel very supported by leaders. They are overwhelmingly positive about working in such a considerate and professional community.' Our staff team is hugely supportive and kind, and our caring ethos makes this a very rewarding place to work.

Our pupils are also a joy to work with. They are committed to their learning, calm, and exceptionally well-behaved. They are proud of the school and contribute fully to school life and continue to surprise me daily with their acts of kindness, their enthusiasm and their desire to make a difference. Visitors to the school are quick to complement us on our pupils' maturity and their welcoming nature and local community groups are grateful for the support of our pupils.



Headteacher: Mrs N Adamson BA (Hons), MA NPQH
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The SEND team is currently made up of a SENDCo, the Inclusion Manager and twelve Teaching Assistants who all work closely together to enable our pupils with SEND to make good progress. The role of Inclusion Manager is to support the SENDCo, including support with statutory processes such as annual reviews. The Inclusion Manager also organises interventions, including the monitoring and implementation of interventions and he/she also has an important role in communicating with parents and other professionals. This role also includes the line management/appraisal of some of the Teaching Assistants.

We are also fortunate as a voluntary-aided ecumenical school to receive strong support from the governing body, parents, Local Authority and both Oxford (Church of England) and Portsmouth (Catholic) dioceses and have exceptional relationships with local members of the clergy. Many visitors comment on the friendly atmosphere and good relationships evident. I believe we are in a good position to build on these strengths and take the school forward over the next few years.

Please complete the enclosed application form if you would like to apply. You should include a letter with the application form in which you explain how your qualifications, experience and personal qualities make you the right candidate for the job. The closing date for applications is **9am on Friday 3rd May 2024**.

If you would like to visit us to find out more about the school either before or after submitting an application, please do so by telephoning the school office.

Thank you for showing an interest in our advertisement. I very much look forward to meeting you and reading your application.

Yours sincerely,

N Adamson

Enc. Application Form
Job Description
Person specification



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