

June



Maidstone Grammar School *for Girls*



SENCO

Required for April or September 2025 MPS/UPS
Full-time Permanent TLR 2B £5,639 pa



The Post

SENCO

Required for April or September 2025

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Full-time Permanent

TLR 2B £5,639 pa

We are seeking a qualified teacher to be our SENCO and lead our SEND Department. The successful candidate will have an understanding of statutory processes around SEND, for example, those related to requesting and maintaining Education, Health and Care Plans (EHCPs). The successful candidate will manage the students' support room as well as line managing our SEN team, which currently includes two SEND and Medical Needs Coordinators and a TA. This post carries a 50% teaching load. Applications are welcome from any subject area, but there is a preference for English, Drama or Mathematics.



We would be happy to receive applications from teachers without the NASENCo qualification, but there is a requirement that this qualification will be completed and achieved within the first year in the role.

The successful candidate would be joining a friendly and driven team of staff, all dedicated to positive outcomes for our pupils.

We welcome applications from candidates who can demonstrate:

- Current SENCO experience or willing to train to gain the NASENCo qualification
- An outstanding and enthusiastic classroom practitioner with a proven track record of raising standards for all, but especially children with additional needs
- Ability to promote the needs of SEND students and ensuring all are making their best endeavours to support SEND students
- A strong commitment to well-being and mental health of others
- Experience of developing effective partnerships with staff, parents and the wider community agencies
- Willingness to lead training on one to one basis, or with groups.

The Team & Our Facilities

The SEND team is based within the Student Support Area of the School. Current building developments mean that this will be relocated within the main school buildings in 2026.



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.



The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

Job Description

Core Purpose

- To ensure the school is working comprehensively and optimally within the SEND Code of Practice 2014.

The SENCO is accountable to: A member of the Leadership Team

The Role of SENCO includes:

Leadership

- To ensure that all staff are aware of and understand individual SEN student needs and are able to provide a high quality education for each student with SEND
- To ensure effective communication with parents and external agencies
- To ensure there is a rigorous and accurate assessment process for identification of SEND needs
- Develop and lead all relevant CPD in relation to SEND
- Setting the tone for academic progress and behaviour amongst students with SEND.
- Following school policy and process with regard to securing the highest standards of progress, fulfilment, and achievement for all students with SEND
- Finding and implementing creative ways to promote achievement, learning and personal development for each student with SEND
- Line managing and supporting the SEND and Medical Needs Coordinators.

Management

- Creating and maintaining all statutory documents in relation to SEND
- Review the students that are on the Inclusion Profile at IP level and SEN Support level.
- To represent the school at case conferences/meetings as appropriate providing the necessary information on students and reporting back to appropriate staff in school
- Providing written reports to the Governing Body as required
- Meet with parents and students regularly to review student provision as part of the ‘Assess, Do, Review’ cycle of support
- Oversee, with the SEN and Medical Needs Co-ordinators the provision plans for students with SEND and ensure strategies are shared with staff
- Complete EHCP termly and Annual reviews and any EHCP assessment requests from KCC or parents.
- Providing information and support to Heads of Study, Learning Mentors to assist them in their support of students with SEND.
- Analysing tracking information relating to students with SEND and putting provisions in place to ensure positive achievement of students with SEND in line with target grades and other students.
- Liaising with outside agencies
- Ensuring the safeguarding officer(s) are fully informed of any concerns relating to child welfare
- Directing the work of the SEND and Medical Coordinators and any other dedicated SEND staff including the management of the Student Support Room

In line with School policy and process the SENCO will:

- Identify students with potential SEND and put in place appropriate intervention and support strategies

- Review student progress on a termly basis
- Celebrate academic and other achievement
- Monitor and address as appropriate the learning habits, eg attendance, punctuality and behaviour, of students with SEND and take actions to improve these
- Oversee the integration of new SEND students into the school
- To actively monitor and respond to development and initiatives at national and local levels
- Attend Heads of Study meetings as per the school calendar.

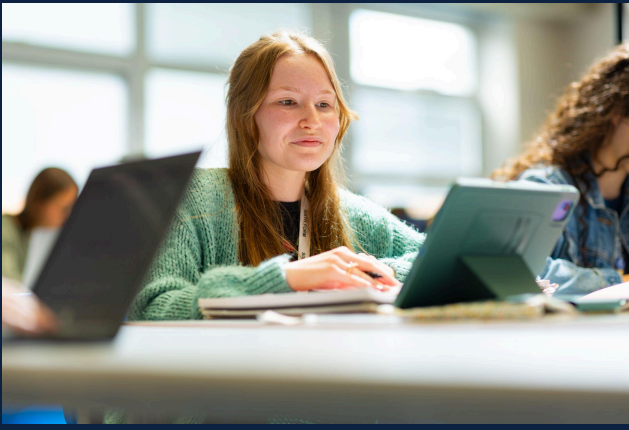
Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristic
Qualifications	<ul style="list-style-type: none"> ● Good honours graduate ● Good secondary school qualifications ● Qualified teacher status (required) ● NASENCo qualified
Personal qualities	<ul style="list-style-type: none"> ● Understanding of SEND and an ability to communicate this to others ● Capacity for hard work and high expectations of self and others ● Supportive approach to others, and an ability to relate well to colleagues and students ● Ability to lead on SEND across the school and to work well within teams ● Ability to make difficult decisions ● Ability to prioritise ● Generosity of spirit ● High expectations of students ● Willingness to contribute to extra-curricular activities
Knowledge and skills	<ul style="list-style-type: none"> ● Excellent teaching skills ● Excellent understanding of the SEND code of practice ● Excellent communication skills ● Excellent capacity for leadership and management ● Understanding of the importance of modelling in leadership ● Strong organisational skills ● Ability to prioritise own workload and that of others ● A knowledge of current educational developments in relation to SEND ● Ability to create a positive, inclusive learning environment
Experience and training	<ul style="list-style-type: none"> ● Experience of teaching to A level ● Experience of working with students with SEND ● Achievement of excellent results for students ● Evidence of a commitment to professional development ● Some experience of leadership



The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Teaching and Support Staff references will be requested prior to interview.

Important Dates

*Closing date for applications: 8am on 24th January 2025

Interview date: 3rd February 2025

*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website

<https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping](#)

[Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."

"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

Our Results

GCSE and A Level Exam Results 2024

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2024 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2024 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.



The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
 - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
 - CPD days and a range of workshops delivered through twilight
 - Performance development opportunities
 - Relevant external CPD training courses
 - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
 - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
 - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
 - Statutory sick pay
 - Access to individual coaching to support you in achieving your career aspirations at MGGS
 - Support Line - a free confidential service that offers up to 7 counselling sessions a year
 - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
 - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this

however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>

- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
 - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
 - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
 - Discounts on train tickets, ferries and coaches, savings on holidays and flights
 - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
 - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities