6th May 2021

Thank you for your interest in the post of SENDCO at Tunbridge Wells Girls’ Grammar School. This new post arises for September 2021 as a result of the restructuring and expansion of the Senior Leadership Team at TWGGS, and a consequent shift in specific areas of responsibility. The new leadership structure of the school from September 2021 has two Deputy Headteachers, the Bursar, two Assistant Headteachers and the SENDCO. At present, the SENDCO role forms part of the role of Deputy Headteacher (also Pastoral lead), currently Miss Jane Parkinson, who is taking early retirement, having led pastoral care at TWGGS superbly. Pupils are well-supported by staff, both teaching and support; pastoral care at TWGGS is outstanding, and individual provision for pupils is strong. This is, therefore, an exciting opportunity to establish a new post, building on these strengths, and be central to developing a reshaped structure. The successful candidate would need to hold, or be committed to studying successfully for the National Award for Special Educational Needs Co-ordinators.

TWGGS is an 11 – 18 girls’ selective school of about a thousand pupils, where pupils are encouraged to be as active beyond the curriculum as they are within it.  Trips, visits and extra-curricular activities are very strong in more normal times, but, more importantly, it is an amazingly happy, positive community to be part of. We pride ourselves on outstanding pastoral care, and the pupils are, beyond a shadow of a doubt, the school’s finest assets: bright, lively, busy, caring and personable, they are extremely proud of their school and epitomise the school motto, “Give Your Best”. The prospectus is on our website [www.twggs.kent.sch.uk](https://portal.klz.org.uk/owa/redir.aspx?C=757caf3deafa4a009d2417618457da28&URL=http%3a%2f%2fwww.twggs.kent.sch.uk%2f); this will, I hope, give you a feel for the atmosphere and ethos of TWGGS.

The school has an enviable reputation for its high academic standards and quality of educational provision, alongside a strong commitment to the community, and a very powerful ethos. Parents and governors are very supportive, wanting the best for our pupils, and thus expectations are very high. This provides particular challenges and demands for all staff, including the leadership team, and the successful applicant must appreciate the major commitment needed to meet these successfully. Members of staff at TWGGS are talented, extremely hard working and committed, and great emphasis is placed on positive and cooperative working relationships. There is a strong philosophy of supporting each other in personal and professional development. Both teaching and support staff are recognised equally for the contribution they make to the success of the school, and much value is also placed on teamwork.

I have been Headteacher since September 1999 and often tell prospective parents that I truly believe I have one of the best jobs possible: TWGGS is a special place in which to work, with a very precious shared sense of community. Having read about the post, we very much hope that you would like to apply: please complete the school application form and write a supporting letter of no more than two sides of A4, identifying your strengths, skills and experience, showing how you feel you are well-suited to the post and to further developing SEND provision in this outstanding school. Please return these to [admin@twggs.kent.sch.uk](mailto:admin@twggs.kent.sch.uk) or by post. The deadline for applications is Friday 14th May (9am). Should you have any questions, please feel free to contact us; we look forward to hearing from you.

Linda Wybar, Headteacher