

## **Working for our Federation of Schools.**

### **Post : Assistant Headteacher (Special Educational Needs)**

#### **Frequently Asked Questions**

##### **What is the main focus of the job?**

We have two large schools who are Federated. This means that we have a range of staff who work across the two schools. This post is a senior leadership post and the post holder will be focussed on supporting children who have been identified as having special educational needs as well as working with teachers and parents to identify needs of children to support them to access the curriculum.

##### **Where will I be based?**

The Assistant Headteacher (SEND) has a professional office space at St John's CE Primary and can use the meeting rooms and leadership offices at St Chrysostom's.

##### **What resources will I have access to?**

The Assistant Headteacher will be responsible for managing the SEND budget in each school. This allows the purchase of equipment for individual children and more general resources for teachers to use with groups.

Every senior leader is given a professional laptop for use and document bag to use when moving between schools.

##### **What training can I expect?**

Both schools have healthy budgets and allocate professional training funds each year to support senior leaders to access high quality training. For example, the last postholder was given funding to support enrolment to complete a Masters Degree.

Senior leaders who are recruited to the Federation will be automatically enrolled onto CPOMS, School Pupil Tracker and level three safeguarding training within the first twelve months.

Weekly staff meetings take place and the senior staff plan which meetings are relevant to themselves. Assistant Headteachers do not necessarily attend all meetings across the Federation as the two schools are run as individual schools and therefore there are two staff meetings per week on the same evening (Wednesday).

##### **What would my working week look like?**

As a senior leader there is no fixed timetable for a typical working week. The school uses an electronic diary to help all members of the team record their working bases and meetings each week.

There is no specific requirement for this postholder to be a named class teacher. However, monitoring and classroom observations would be part of the weekly role along with daily contact with parents and teachers. The SENCO can plan and deliver relevant training to groups of students, teaching assistants, NQTs and teachers as required over the year.

### **What is the salary for this post?**

The salary range is advertised as starting at L4 to L8. This is dependent on experience and current salary of candidates.

### **When could I discuss salary information?**

Any candidate can contact the Executive Headteacher for informal discussions. Salary will be discussed as part of the formal interview once a candidate has applied and been shortlisted for the post.

### **Are there any special requirements to work for a Church of England School?**

Our school foundation is based on Christian values and respect of the role of religion and spirituality. We employ a range of employees from many faiths including Islam and Hindu and some staff who do not have any faith. All employees are expected to support the school values and vision.

### **What career prospects can I expect?**

This is a great opportunity for any professional to work beyond one school setting. There are three roles within the school staffing structure that may be seen as more senior and offer routes of possible promotion. These include Heads of School and Executive Headteacher. The current postholder has been successful in being appointed as Local Authority Advisor for SEND.

### **What should I include in my letter of application?**

Candidates are advised to read and refer to the essential and desirable person specification and job description provided for this post.

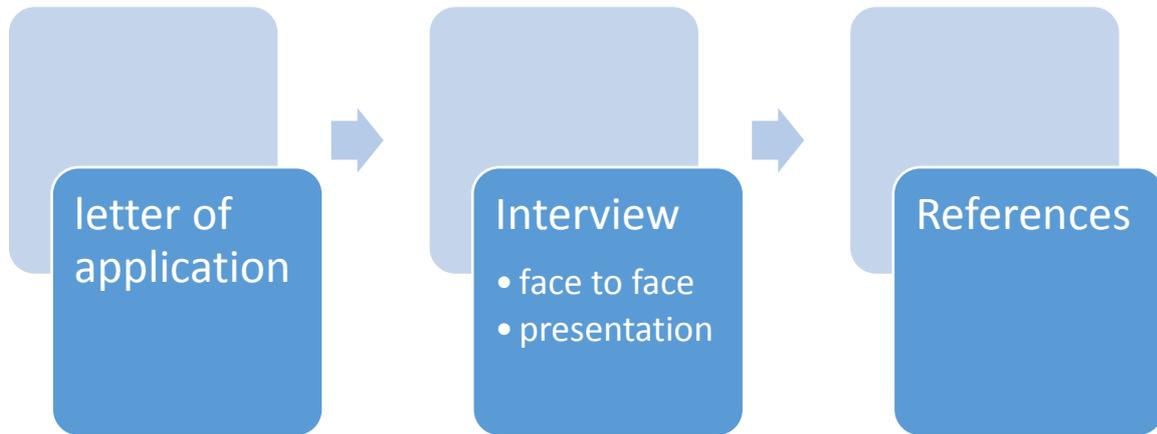
### **Can I talk to someone about my application?**

Visits to our school are encouraged and warmly welcomed.

For an informal chat about the role please contact Mr Elswood (Executive Headteacher) via the school office.0161 273 3621

There will be an opportunity to come along and have an informal chat about the role and to meet some of the team at 5.00pm on Monday 14<sup>th</sup> January 2019. You will be given a tour of St John's School.

## Three stage recruitment process



January 2019

February 2019