



**Warden Park Academy Trust**

**Assistant SENCO – TLR2C**

**Information for Prospective Candidates**



**Warden Park**  
'The Best From All'



# Warden Park

'The Best From All'

Headteacher: Jonathan Morris, BA (Hons) NPQH

Dear Potential Candidates

Thanks for your interest in this post. We are at an exciting point of Warden Park's development! I have recently come into post in January 2014 as Headteacher of the Secondary Academy and Chief Executive Officer of the Warden Park Academy Trust which includes Warden Park Primary Academy in Haywards Heath. This post relates to the Secondary Academy, however there are always the opportunities for shared and collaborative working across the phases.

Warden Park Secondary Academy is a significantly over-subscribed school demonstrating the high regard with which it is held in the local community. The students are generally above average ability on intake although the school incorporates an SSC with capacity for 18 statemented students. The vast, vast majority of students are committed and hard-working and it is in no doubt that this is a very "pleasant" place to teach!

Of course, the demographics mean that parents have appropriately high aspirations for their children. In truth many departments deliver excellent results although the headline of 64% A\*-C including English and Maths is not nearly good enough! Within two years I expect this figure to be "pushing" 90% and this new position is crucial to recognising this vision.

The Position – the following is indicative rather than exhaustive.

The job description is below, but I wanted to share with potential candidates some important thoughts. Firstly, this is a position for someone who is energetic, dynamic and determined to make an impact to, what will be, a brand new Leadership Team for SEN, including our SSC. Clearly, you will be committed to ensuring students with SEN receive an outstanding education. You might not have huge experience in the field, but you will be able to demonstrate a 'can do' attitude to learning the role.

The post will include standard teaching as well as SEN groups teaching. Subject areas 'in demand' here for September include English and Science.

## **Assistant SENCO – TLR 2C**

**Job Purpose;** To work closely with, and assist, the SENCO in the strategic development of the school's Special Educational Needs (SEN) policy, to be the named Lead Practitioner for the progress of approximately 50% of statemented students and lead other key areas of work within the department to raise SEN student achievement.

In addition to the requirements of a class teacher and any other agreed responsibilities.

### **Assist the SENCO in Strategic Direction and Development of SEN Provision in the School by:-**

- exercising a key role in assisting the SENCO with the strategic development of SEN policy / provision
- support all staff in understanding the needs of SEN student and ensure the objectives to develop SEN are reflected in the school development plan
- monitor progress of objectives and targets for students with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision

- support the identification of and disseminate the most effective teaching approaches for students with SEN
- work with the SENCO and staff to develop effective ways of bridging barriers to learning through:

assessment of needs

monitoring of teaching quality and student achievement

target setting, including IEPs

developing a recording system for progress

- collect and interpret specialist assessment data to inform practice
- undertake day-to-day co-ordination of SEN students' provisions through close liaison with staff, parents and external agencies
- work with the Headteacher, teachers, pastoral staff to ensure all students learning is of equal importance and that there are realistic expectations of students

### **Leading and managing**

- provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings
- contribute to the performance management process for the SEN teachers and Support Assistants
- advise on and contribute to the professional development of staff, including whole school INSET provision

### **Other professional requirements**

- Co-ordinate Annual Reviews for all allocated students and attend / chair when necessary. Ensure the remaining reviews are appropriately co-ordinated (Assistant SENCO)

### **Ways of working**

The leaders of the SEN Department will meet once a week for a PARM with the Inclusion Team to discuss students, broker working arrangements etc.

The SENCO and Assistant SENCO will have allocated students as detailed above. They will also have allocated teachers and TAs thereby creating 'teams within a team'. The intended outcome of such working in to increase accountability and to establish excellent working practices.

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be set out in the above job description, but please note that Warden Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.*

### **In Conclusion**

I have set out my vision for Warden Park. It is for the school to be "World Class". The students deserve us to be more than outstanding in every aspect of school life. You will possess the energy, drive and passion to add significantly to this, our determined outcome for this special school.

Visits from prospective candidates are encouraged. We look forward to meeting you!

**Jonathan Morris**  
**Headteacher**



## Vision and profile



### Warden Park (Secondary Academy)

Warden Park has over the last fifty years developed from a small local secondary school into an independent academy with a dynamic Board consisting of Parent, Staff and Community Directors. While Warden Park remains the 'local school' for Cuckfield, Haywards Heath and many Mid Sussex villages, students also travel from Burgess Hill, Horsham, Crawley and elsewhere.

With 1,500 students and over 200 staff, Warden Park provides a wide range of academic opportunities and unrivalled access to areas such as sport, music and the arts. Participation in the Duke of Edinburgh Award Scheme and Young Enterprise is very high. Students enjoy excellent facilities, extensive grounds and a wide variety of equipment to support learning. As a Leading Edge Academy, Warden Park is one of less than 200 secondary schools nationally with a special role in promoting the interests of gifted and talented students.

At Warden Park, our mission is summarised by our maxim "The Best from All". Students are encouraged and expected to exhibit the values of determination, team work, care and respect, curiosity and wisdom. Staff and Directors seek to:

- Promote excellence by working in close partnership with families to fulfil the potential of every learner to do their best as individuals and as members of teams
- Foster the habits that will enable our students to enjoy learning for life
- Encourage our students to respect themselves, other students, their families and their teachers within a safe, secure and caring environment
- With the critical support of families, develop healthy and hard-working young citizens with an international outlook who will play an active, responsible, creative and positive role in the academy and wider community

### Beyond academic success – sport, music and the arts

Warden Park students are consistently successful in sport, with many achieving county and, in some cases, national honours. Students have many opportunities to participate in a wide range of sports and are widely recognised as one of the leading state schools in the country for rugby and cricket. Girls are particularly successful in netball, cricket and football and boys in rugby.

Active participation and performance in the arts and music is encouraged with annual dance, drama and musical productions and our commitment was recognised through the renewal of our ArtsMark in 2012.

### Developing Warden Park Academy Trust

The founding principles of the Trust are community control, focus on teaching and learning, ensuring all staff working for the Trust share a commitment to the success of all learners across the Trust, mutual support to ensure all academies are good or outstanding, a shared back office to increase value for money and allow school leaders to focus on education and a climate of innovation based on educational research and best practice.

"Warden Park has proved itself to be one of the best schools in the country at securing superb GCSE outcomes for their students. These results are a testament to the commitment and hard work of students, teachers and leadership team at Warden Park and a vindication of their belief in high expectations, good teaching and ambition for every young person."

*Sue Williamson, Specialist Schools and Academies Trust*

## Candidate information



### Individual visits

We would be delighted to organise individual visits with any potential candidate who wishes to visit or find out more detail about a particular area of the Academy. Please contact Reception on 01444 457881 to arrange a tour.

### Submitting your application

Applications should comprise of an Academy Trust application form (available on the Warden Park website) and a letter of application. These should be emailed to: [jobs@wardenpark.co.uk](mailto:jobs@wardenpark.co.uk)

### Short listing

The selection panel will undertake short listing wherever possible on the same day as the vacancy closing date. Short listed candidates will be notified by telephone and/or email of the outcome the same day.

### Information for short listed candidates

Please bring with you your passport, driving licence (both parts) and a recent bill or statement less than 3 months old along with your degree/educational certificates.

### Parking

There is ample onsite parking, please park in marked bays.

## Local information

### Location

The school is ideally situated in the lovely Sussex village of Cuckfield, in a rural location, yet within easy reach of excellent facilities and communications. There are a good range of local amenities, including restaurants, boutiques and pubs found in Cuckfield and the nearby town of Haywards Heath. Haywards Heath lies in the centre of the Mid Sussex District of West Sussex, surrounded on all sides by stunning countryside, which is less than a five-minute drive in any direction from the town centre.

The vibrant seaside city of Brighton (15 miles) offers first-rate shopping, restaurants and cultural facilities.

### Transport

There are regular trains from Haywards Heath to London and the South East (London Bridge/Victoria from 42 minutes). Gatwick airport (14 miles) has a fast rail connection to London (Victoria 30 minutes).

[www.southernrailway.com](http://www.southernrailway.com)

There is very easy access to the A23/M23 and in turn the M25 and national motorway network.

## **Schools**

There are a number of highly regarded schools and nurseries in the area:

[www.wardenparkprimary.co.uk](http://www.wardenparkprimary.co.uk)

[www.harlandsprimaryschool.org](http://www.harlandsprimaryschool.org)

[www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk)

[www.bolnorevillage.w-sussex.sch.uk](http://www.bolnorevillage.w-sussex.sch.uk)

[www.roundabouthouse.co.uk](http://www.roundabouthouse.co.uk)

[www.robins-nest-nursery.co.uk](http://www.robins-nest-nursery.co.uk)

## **Leisure**

The area is well served for sporting and recreational facilities including show jumping at Hickstead, racing at Goodwood as well as golf at Haywards Heath and West Sussex Golf Clubs. The Olympos leisure centre is situated in Haywards Heath and there are also excellent sporting facilities at The Olympos in Burgess Hill and the K2 centre in Crawley. There are local rugby, football cricket and athletics clubs for boys, girls and adults.

The theatres in Brighton, Crawley and Horsham attract a wide variety of performers from the worlds of music, comedy, dance and drama. Crawley and Brighton also boast large multi-screen cinema complexes.

## **Places of interest**

There are numerous places of interest within a short distance of the town, including the famous Bluebell Railway, Wakehurst Place, Ardingly Reservoir, Devil's Dyke, the Royal Pavilion and the South of England Showground, where various and varied events take place throughout the year.

## **Estate Agents**

[www.mansellmctaggart.co.uk](http://www.mansellmctaggart.co.uk)

[www.savills.co.uk/estate-agents/savills-haywards-heath](http://www.savills.co.uk/estate-agents/savills-haywards-heath)



**Warden Park**

*'The Best From All'*

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