



Welcome

to Fox Hill Primary School



Recruitment Information Pack Assistant Headteacher & SENDCo





History of Fox Hill

Fox Hill Primary school was originally opened in 1974.

Following a fire, the school was then rebuilt and reopened officially on 14th September 2001.

In 2024, the school will celebrate its 50th year.



Welcome from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in working with us at Fox Hill Primary school.

We hope you will find this pack helpful in completing the application form.

Fox Hill Primary School is a nurturing, friendly and inclusive school in Easthampstead, with 200 children on roll. Graded 'Good' in our most recent OFSTED inspection, Fox Hill is a very special school not only to those of us involved in the day to day running but also to our community.

A number of the parents and, in some cases, the grandparents of our children were pupils at this school. We are extremely proud of our school buildings, resources, facilities and attractive grounds.

We have a very committed and dedicated staff, but above all, we have exceptionally kind and enthusiastic children who enjoy learning and are involved in a wide range of activities provided by the school.

The governing body and school community share the vision that by building on the strong foundations already established, much more can be achieved including the goal of an Ofsted grading of 'Outstanding'.

I look forward to receiving your application.

Miss K. Lane
Headteacher

Welcome to Fox Hill School

We are a one form entry school with an EYFS unit and a Nurture unit. In 2023-24 we will also plan to re-open our Nursery where we will be able to offer 30 hours for children aged 3 plus.

At Fox Hill Primary, our decisions, behaviours and actions are values-driven. Our school values are at the core of everything we do. They underpin our teaching learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our Vision:

To be an inspirational school where learning is a journey of excitement and where every child is nurtured to thrive, believe in themselves and be empowered to succeed.

We strive to achieve this through the following mission.

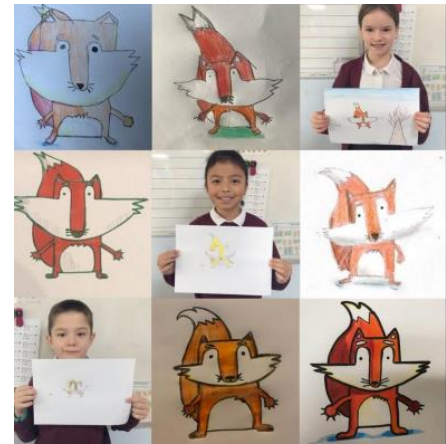
Our Mission:

At Fox Hill Primary School, our values of kindness, curiosity, self-belief and pride are nurtured to promote success and high aspirations for the future. We provide an inspiring and nurturing school experience built on positive relationships where children are cared for, supported and challenged. We empower children to take pride in everything they do and to show kindness and respect to all, upholding a strong sense of belonging. Through a diverse and engaging curriculum, we ignite curiosity and inspire children to aim high and explore new learning, developing their independence and self-belief, enabling all as life-long learners to reach their full potential.

Our Values:

At Fox Hill Primary School, every individual is valued for who they are and what they contribute to the school. Our values are intended to support the personal, social and spiritual development of every pupil throughout the school. The whole staff team, governors, parents and pupils are involved in promoting our values. Our Fox Hill family values have been selected after consultation with pupils, staff, governors and parents as values which are important within the school community and which will be important throughout life.

Our chosen values are: • **Kindness** • **Curiosity** • **Self-belief** • **Pride**



Upcoming projects

New home for our Nurture unit - Completed.

Outdoor learning and Forest School provision.

Fox Hill Farm Spring 2025.

Re-opening of the nursery TBC.

Re-vamping the library.



Curriculum

At Fox Hill, our Curriculum is knowledge rich, with concepts sequenced in small steps, coherently mapped to enable learners to make connections within and between subject areas. Carefully interwoven into our Curriculum are experiences to support blending knowledge and skills, as well as embedding reading across all areas of our learning.

Our careful curriculum design and planning means that we build in many opportunities for children to repeat and practise opportunities for essential knowledge, skills and understanding in every subject. This ensures that children are able to revisit and retrieve previous learning, which supports a deeper understanding of the key knowledge skills and processes within subjects. Through a thematic approach, we interleave knowledge across different contexts to maximise the retrieval and transferability of previously learned content. The National Curriculum underpins our Curriculum.

Highly skilled subject leaders have designed progressive curriculum maps which ensure children gain the key knowledge and skills in every subject. Our knowledgeable and skilful teachers ensure that every child is included in all subjects by ensuring their needs are met in the classroom.

Key Links



Activities & Sports

Our wider curriculum and pupil leadership opportunities support our children's personal and social development and nurtures our school values.

The range of experiences we offer supports our children academically, but also ensures that their spiritual, moral, social and cultural needs are met too. We are incredibly proud of the experiences we provide the children who in turn demonstrate how they are deeply proud of our school, their British values and diverse society to which we belong and play an active part. We are proud that our curriculum gives our children the knowledge, skills, confidence and self-belief to lead a happy and fulfilled life by encouraging them to always aim high and work towards their aspirations in life.

School Council ● Sports at Fox Hill ● Sports Leaders ● Sports - Activate Learning
Bracknell & Wokingham College ● House Captains ● Gardening and Allotment
Club ● Fox Hill Forest School ● Recycling Champions ● School Enrichment Trips
and Visits ● Clubs and Lunch Clubs ● Themed Weeks ● Music ● Residential
Journeys

Community

The children visit the local care home each week and the social interaction is of benefit to both our children and the residents.

We also operate a volunteer programme enabling members of the local community to gain valuable work experience and contribute their skills and experience to our school.

The Job Advert

Are you our next Assistant Headteacher, Inclusion and SENDCo?

Are you a driven, passionate and committed individual who can contribute to the continued success of our fantastic school?

If this sounds like you, then we would like to hear from you!

An exciting opportunity has arisen for an experienced Inclusion Lead/SENDCo to join our school team. We are seeking to appoint a compassionate and dedicated Inclusion lead and SENDCo to work as a valued member of our Senior Leadership Team.

Fox Hill Primary is a good school (Ofsted 2018) where every child matters. We seek to appoint an individual who can provide a strategic and operational oversight for our vulnerable children, with experience of working with children with SEMH needs and the ability to impact positively on the social and educational outcomes of our vulnerable children.

We are looking for someone who:

- Is committed to and passionate about ensuring the best outcomes for all of the children in our school.
- To ensure that Fox Hill practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements.
- To work with the Senior Leadership Team ensuring an ethos of Inclusion within the school and a culture of high aspirations for students with SEND.
- Has knowledge or a keen interest in social and emotional wellbeing, Positive Behaviour Support and Relational approaches to behaviour management and will contribute to our shared school vision and values.
- Has a strong moral purpose to improve outcomes for disadvantaged pupils, children that are vulnerable and those that are looked after.
- Is an outstanding teacher, able to model outstanding teaching to others and to coach them, ensuring that quality first teaching impacts positively on the outcomes of our vulnerable children.

In return we can offer:

- Fantastic children who are exceptionally kind and enthusiastic.
- A supportive and innovative leadership team.
- A brilliant team of hard-working, dedicated and supportive staff.
- An environment that nurtures personal growth and values individual contributions.
- The opportunity to make a difference to the lives of our amazing children.

This is a fantastic role for an experienced Inclusion Lead/SENDCo looking for new and exciting opportunities where you can really make a difference.

For more information about this role please download the application pack.

Visits are warmly welcomed and highly recommended. To arrange a visit, please contact secretary@foxhillschool.co.uk or 01344 421 809.

Nurture Hub

Our new Nurture Hub building has undergone a refurbishment and is now fully resourced and up and running.

At Fox Hill we believe that a diverse workforce leads to a school that is more innovative, more creative and gets better results. We want our workforce to represent the diversity of the people and community we serve. We also want our workplace to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

SAFER RECRUITMENT IN EDUCATION

Fox Hill Primary School and Bracknell Forest is committed to safeguarding and promoting the welfare of children and young people. Our school has an equal opportunities policy. For selection and recruitment in accordance with its safeguarding policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS children's barred list (formerly known as a list 99 check)

Interviews will be held on receipt of application.

Please contact secretary@foxhillschool.co.uk or telephone 01344 421809 to arrange a visit to the school, or a discussion with the Headteacher.

Salary

Leadership Scale 1-4

Location

Fox Hill Primary School
 Pond Moor Road
 Bracknell
 RG12 7JZ

Contract

Permanent

Working Pattern

Full time or Part time
 considered

Start Date

September 2024

DBS Check

Enhanced

Closing DateFriday 17th May 2024**Interviews**

Week commencing
 20th May 2024

The Job Description**Main purpose**

This is a senior post within the school's structure which carries with it membership of the Senior Leadership Team. The Inclusion Lead/SENDCo will lead the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs, those in receipt of the Pupil Premium Grant, CLA and vulnerable children. The role of Deputy Designated Safeguarding Lead is included within the scope of the role.

The Inclusion Lead/SENDCo will be responsible for the leadership and implementation of the school inclusion offer, ensuring students with various additional learning or pastoral needs are supported to fulfil their full potential. They will lead the provision of a high quality, cost effective, efficient, holistic support, reducing barriers to learning and maximising success.

Duties and Responsibilities

The post holder will be required to ensure that SEND legislation requirements are fulfilled by the school.

- All matters relating to inclusion, including overseeing the school's Equal Opportunities and Accessibility Action Plans. Working with individual children and families to ensure their inclusion within the school, liaising with staff and other stakeholders as necessary.
- Ensure the holistic delivery of support services to children across school. To ensure that the appropriate resources are secured, staff are skilled and effectively deployed.
- Work closely with the Headteacher in the continuous monitoring and development of CPD for the SEND team, to ensure specialist training needs are identified and addressed.
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those with special educational needs, who are disadvantaged or who speak English as an additional language, intervening as appropriate and working with colleagues across the school to ensure they make progress in line with their peers.
- To manage a significant budget, including the contracts from local authorities and outside agencies, with an astute awareness of cost and service levels. To be responsible for the LA SEND student led EHCP income and ensure it is accurate and timely. Work closely with the Local Authority SEND Team.
- Actively develop working partnerships with parents, staff, external practitioners and other agencies to ensure effective delivery of the learning support service and wider student focused school support services.
- Develop and manage integrated and user-friendly processes and procedures to maintain records covering all aspects of additional needs for students, ensuring efficient creation of individual support plans and effective internal communication.
- Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEND (Children and Families Act 2014 and SEND Code of Practice 2014) and reasonable adjustments (Equality Act 2010). Lead on the continuous implementation of SEND reform, ensuring the school is compliant in its statutory duty and meeting the needs of all children.
- Evaluate the impact of inclusive teaching and support strategies to improve practice across curriculum, ensuring that staff are kept up to date with teaching and learning strategies that promote effective inclusive practice.

The Job Description

Leadership:

- Lead by example, focusing on providing an outstanding education for all students. Build positive relationships with members of the school community regardless of background or role, promoting a culture of inclusion within the school community where all views are valued. Play a significant role in school improvement and school self-evaluation through contributions to the development, implementation and monitoring of action plans and policy developments in line with inclusion, SEND and wider areas of responsibility.
- Attend senior leadership team meetings and contribute to regular reviews of school systems, organisation and processes to ensure statutory requirements are being met and all aspects of inclusion are effective.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality in order to provide a safe, calm and well-ordered environment for all students and staff, focused on student wellbeing and developing exemplary behaviour.
- With the support of the senior leadership team, undertake HR and other leadership processes with staff as appropriate e.g. sickness absence, disciplinary, capability.
- Keep up to date with developments in education and seek training and continuing professional development to meet own needs.
- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements 12
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability
- Lead and manage additional needs assistants working with pupils with SEND or a disability
- To be the named Designated Teacher for CLA and work collaboratively with the Virtual School.

Operation of the SEND policy and co-ordination of Inclusive Provision:

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues of teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness in collaboration with the leadership team, design and implement the PPG strategy, maintaining compliance of documentation and monitoring projected spend.
- Lead and attend PEP meetings in conjunction with the Virtual School.





The Job Description

Duties of Deputy Designated Safeguarding Lead:

- Ensure that the school's policies and procedures regarding Inclusion and SEND are effective and fit for purpose, integrating well with wider school policies.
- Work on individual child protection and safeguarding cases as necessary at the direction of the Headteacher including attending off-site meetings.
- Comply with all school child protection policies and procedures and ensure that all staff receive regular and relevant training on their implementation.
- Facilitate and contribute to child protection and safeguarding meetings, including core groups; children protection review meetings; child in need planning & review meetings; and CLA meetings.
- In collaboration with the Headteacher, create, deliver and evaluate the programme of CPD relating to safeguarding and child protection matters, including delivery of statutory training.
- To develop, share and promote good practice in the reporting of safeguarding concerns.
- To coordinate and direct a response to safeguarding incidents where there is an immediate risk of harm.
- Manage referrals relating to cases of suspected abuse to the appropriate bodies as required.
- Refer cases to the Channel programme where radicalisation is a concern.
- Refer cases to appropriate bodies where a person is dismissed due to risk/harm to a child.
- Inform the Headteacher of issues especially under section 47 of the Children Act 1989 and police investigations.
- Contribute to reviewing the Child Protection and Safeguarding Policies annually;
- Maintain accurate and up-to-date records of all child protection and safeguarding files and arrange secure transfer of files.

Teaching and Learning:

- Implement strategies and initiatives to support the development of collaborative approaches to inclusion and share best practice with others, developing confidence and skills in others
- Model best practice for teachers by demonstrating excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Assist where required with the selection and recruitment of new teaching and support staff, with particular focus on inclusion and SEND.
- Support the induction of staff new to the school and those being trained within the school as appropriate.

Assessment:

- Track and analyse student performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.
- Plan and implement interventions for children from key groups where required.

This is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

Qualifications and Experience	Essential	Desirable
Degree level qualification or equivalent professional qualification in a relevant subject area.	✓	
Teaching qualification recognised by the mainstream sector (e.g. PGCE).	✓	
Qualified SENDCo status / Specialist Qualifications in aspects of SEN (Inc. SEMH, ASD, ADHD). Or be willing to undertake training.		✓
Knowledge and understanding		
Knowledge of the Children & Families Act and the SEN and Disability Code of practice 0-25 years and associated regulations.		✓
Experience in the role of SENDCo or Inclusion in an education setting.		✓
Specific experience of SEMH, trauma informed approaches, Attachment Theory, ACE's and Relational approaches to behaviour management.	✓	
Evidence of sound knowledge of support and intervention strategies for learners with SEND and wider key groups.	✓	
Experience of managing support for learners with wider support needs (e.g. pupil premium, EAL).		✓
Knowledge of key current curriculum developments.	✓	
Team management/leadership experience, preferably in a Learning Support setting		✓
Experience of working with a range of agencies and external partners.	✓	
Knowledge of disabilities/medical conditions/sensory support needs.		✓
A robust understanding of learning needs and strategies to address these to support student achievement.		✓
Ability to assess and plan support packages for students with a wide range of additional support needs.	✓	
Experience of attending multi-agency meetings and meetings with parents/carers and young people.		✓
Experience and ability to consult on and review Education, Health and Care plans for students with additional support needs.		✓
An understanding of the Equality Act 2010 and the SEND Code of Practice.	✓	
Skills and Qualities		
Strong organisational skills with an ability to manage a varied workload and meet deadlines.	✓	
Ability to communicate complex issues in a clear and effective manner with a wide range of stakeholders and to advise, persuade, influence and be assertive as appropriate.	✓	
Ability to communicate effectively, considering the views of others, including effective verbal and written communication and excellent presentation skills.	✓	
Able to form and maintain appropriate relationships and personal boundaries with students.	✓	
Ability to develop positive, collaborative working relationships with teaching and pastoral teams, parents and external partners.	✓	
A commitment to inclusive education and a willingness to respond to the needs of all students.	✓	
Willingness to adopt new working practices, implement and adapt to change.	✓	
A willingness to undertake additional training offered at the School.	✓	
A positive, 'Can Do' attitude.	✓	
Personal Characteristics		
Emotional resilience in working in challenging situations.	✓	
Ambition, energy, enthusiasm, determination and drive to develop your role.	✓	
Reliability, professionalism and integrity.	✓	
Be able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it.	✓	
Excellent working knowledge of IT including MS Office.	✓	
Knowledge of assistive software and adaptive technology.		✓
Understanding of Safeguarding Legislation and its application within the educational sector.	✓	
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults	✓	
Able to work flexibly, on occasion being able to work overtime or evenings at short notice.	✓	



Should you have any queries please contact
secretary@foxhillschool.co.uk



'Leaders have secured strong values and a caring ethos at Fox Hill. 'Nurture, inspire, challenge and excellence' threads throughout the school, and pupils embody these qualities, and wider British values, in their words and actions. Pupils leave school ready for life in modern Britain because they develop very positive attitudes and a palpable caring spirit.'

Ofsted, September 2018

How to apply

Please read this application pack carefully.

Only applications received on Bracknell Forest application forms will be considered. Please complete the application form in full; CVs will not be accepted and strictly no agencies please. The application form can be accessed online here. Scroll to the bottom of the page and click 'apply online'.

For your personal statement please address your suitability for the role with reference to the Job Description, Person Specification and our Vision and Values.

Safeguarding Our school is committed to safeguarding and promoting the welfare of children/young people. This position requires an Enhanced Disclosure and Barring Service check because it involves contact with (or access to data concerning) children.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If you are successful in being shortlisted for this position, you will be required to complete a self-declaration form.

To find out more about the application process for working with children, young people and adults at risk [click here.](#)

[The Bracknell Forest Safeguarding Board \(BFSB\)](#) oversees the safety and well-being of children in Bracknell Forest.

Equal Opportunities - We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Disability - We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

Pre-employment medical check - As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire form.

References - On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one must be from your current employer, completed by a suitable person with appropriate authority. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

About Bracknell Forest

Bracknell Forest is a small, innovative local authority that offers exceptional career choices in our maintained schools and academies. We recognise that to invest in you is essential to the service provision of our young learners.

We have great schools and fantastic children who welcome inspirational teachers and support staff to challenge them to reach their full potential.

Bracknell Forest is committed to providing an excellent education service by recruiting the best staff to influence the success of our pupils and schools. We look for people with ability, enthusiasm and imagination to join our school teams.

By combining quality training in a supportive local authority with financial incentives and fantastic staff benefits, we are sure you will find working in Bracknell Forest the right career choice for you!

Where are we? Bracknell is a modern town located between Windsor and Reading in Berkshire. Situated to the west of London, transport connections are excellent with train links into London and the M3, M4 and M25 motorways on the doorstep.

Nestled in countryside the town has a wide choice of schools, good housing, a vibrant new shopping and leisure centre. Excellent sporting facilities and thriving businesses.

What role for you? We understand how important it is for our teaching and support staff to feel valued and appreciated in their work. We value our staff as our most important resource and we are committed to ensuring that a variety of rewards and benefits are available.

Teachers - our well-resourced schools provide the setting for teachers to flourish and develop, we realise that being a teacher is more than just sharing knowledge; it is a multifaceted role and we value our teachers' skills and abilities and the impact it makes on the lives of pupils.

Administrative Staff and **School Business Managers** provide essential services for the whole school ranging from day-to-day office support to financial and school business management.

Teaching Assistants and **Higher-Level Teaching Assistants** work with teachers in the classroom to support pupils and create a love of learning.

Lunchtime Staff are responsible for supporting pupils during their midday break and lunch.

Technicians and **Librarians** provide valuable support for teaching and learning.

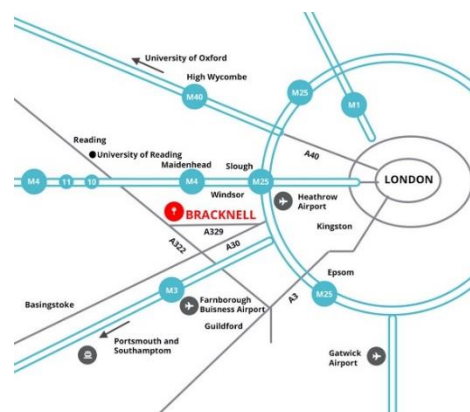
Site Staff ensure a clean, safe and tidy learning environment for the school community.

Why work in our schools?

Your continuous professional development is important to us, whatever your role, so we have development pathways to enable you to be more confident in your role. From CPD to apprenticeship programmes, we support our staff at every stage of their career with us.

As our most valued resource, we are committed to ensuring there are a variety of rewards and benefits available including:

- Season train ticket loans
- Cycle scheme
- Leisure centre membership discount
- Shopping discounts
- Health plans
- Pension Scheme



Benefits



Easily accessible location,
less than a mile from
Bracknell town centre and
train station



Free on-site staff parking



Cycle to work scheme.



Season ticket train loans



Leisure centre discounted
membership



Shopping discounts



Complimentary tea, coffee
and water cooler



9.15am start on your
birthday, or another
special day of your
choosing



Access to over 20
subscriptions and
resource banks to support
your planning



Staff meals available on
site for £2.75 per meal



Health Care Plan



Pension Scheme

Getting here

By car

We are located about a mile from Bracknell town centre in Easthampstead. We are about 10 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Bracknell.

At the roundabout, take the first exit to stay on the A329. At Twin Bridges roundabout, take the second exit onto Downshire Way A322.

At the next roundabout, take the fifth exit towards Easthampstead, Rectory Lane. After 0.8 miles, turn left onto Pond Moor Road. The school is signposted and is a short way down on the left.

By bus

We are located a 20-minute walk from Bracknell Bus Station. Alternatively, the 194 Camberley service stops a 4-minute walk from our school.

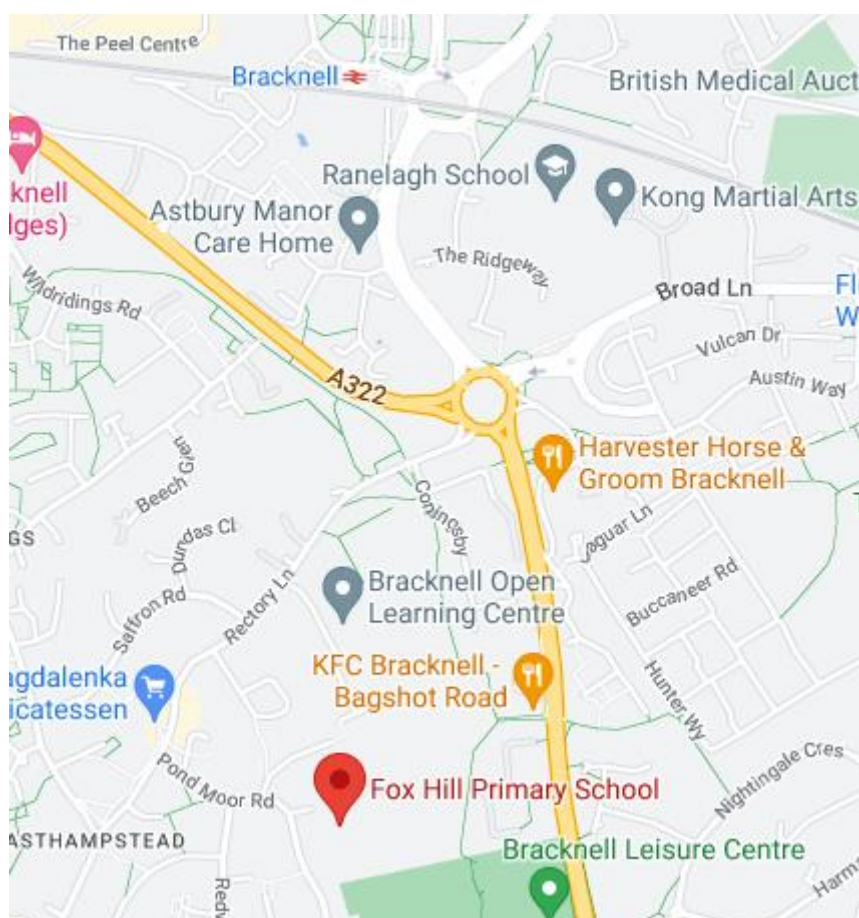
By train

We are a 19-minute walk away from Bracknell train station that connects us to Reading and London Waterloo.

Meet the staff

"There is a real sense of ambition at Fox Hill. Ambition to provide the children with a rich curriculum and an ambition to create a nurturing family atmosphere to encourage children and staff to thrive."

"Fox Hill really is a family. The school is friendly and welcoming and the team are supportive of one another."



For more information,
please call reception on
01344 421 809

