



Maidstone Grammar School *for Girls*



SEND & Medical Needs Supervisor

Required for September 2022 Kent Scheme Salaries 7

Part-time 34 hours per week term time plus 1 week

Monday 8.30am-4.30pm, Tuesday 8am-3.30pm and

Wednesday, Thursday, Friday 8.30am-3.30pm

£23,378-£26,466 per annum pro rata - Equating to £18,833 per annum





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 130 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.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

"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 Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. 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

Results in 2020 and 2021 were teacher assessed and therefore, headlines were not published.

Summer 2019 saw our students achieve the best set of A level results since the curriculum reform, which is recognition of the many hours of hard work students have invested, together with the support and guidance of the teaching staff throughout their time at MGGS.

We are exceptionally proud of all of our students in recent years, some of whom achieved considerable personal success in the face of challenging circumstances. We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

The Team & Our Facilities

The post holder will report to the Assistant Headteacher responsible for Examinations and Data within the school and will manage the part-time Examinations Administrator, along with a strong team of experienced casual relief Examination Invigilators.

Our examination facilities include a large Main Hall and accompanying interview rooms for examinations, along with a Small Hall and Gym which can also be used.



The Post

SEND & Medical Needs Supervisor

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We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. This is a new additional post working with students in a specific Key Stage to ensure they receive the specialists support. The successful candidate will be able to co-ordinate appropriate provision for all students with EHCPs, additional educational needs and liaise with and attend meetings with colleagues, parents/carers and outside agencies for students within allocated year groups. The role also includes supporting the provision for students with ongoing medical needs and other pupils who need additional support.

Staff Development Opportunities

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.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

Staff Benefits

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. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

*Available to permanent employees only.

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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. 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/>

The Application Process

Application forms and full details can also 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.

Support staff references where indicated will be taken up prior to interview.

Important Dates

*Closing date for applications: 8am on 4th July 2022

Interview date: 8th July 2022

* 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](#).

Job Description

Summary of Job:

To support the SENCO to coordinate appropriate provision for all students with EHCPs, additional educational needs and liaise with and attend meetings with colleagues, parents/carers and outside agencies. The role also includes supporting the provision for pupils with ongoing medical needs and other pupils who need additional support.

Outline of Main Duties:

To keep clear records for students with SEND, medical or other identified needs including maintaining and updating the SEND Register, Inclusion Profile, Health Care Plans and list of students with medical needs.

To keep staff regularly informed and updated in understanding the learning needs of students with specific needs, SEND and medical needs.

To arrange assessments by a specialist teacher for examination concessions, and notify the Exams Officer of the most appropriate arrangements to make. Assist the Examinations Officer in providing evidence for students entitled to exam concessions. Support the SENCO in ensuring that access arrangements(including assessments for additional time) are in place for all school examinations and external examinations and complete relevant paperwork (including Form 8s) for exam boards.

Under the direction of the SENCO and pastoral staff, collate and prepare information relating to assessments, statements and referrals to other agencies. To collate SEND, welfare and medical data producing routine reports and preparing statistical returns as requested.

Contribute to the development of policies and procedures relating to SEND and medical matters.

In relation to SEND

To help with the identification of any additional educational needs of students and to provide appropriate support in school for all students with SEND and those with identified learning, medical and EAL needs and other sub groups as required.

To organise and chair reviews and multi agency meetings and support the SENCO in EHCP reviews to discuss the needs and progress of identified students.

To assist the SENCO and Heads of Study in the transition of students with SEND or medical needs both leaving and joining the school, including alternative provision

Assist in the development and implementation of individual development plans for pupils (such as Provision Plans /

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| Individual Educational Plans), share with staff, parents and carers, and review and update these regularly, including attendance at, and contribution to, reviews.. |
| Oversee students with SEND/Medical needs who access Student Support including delivering specified work to individuals and small groups modifying and adapting activities as necessary. |
| Work with the SENCO to monitor attendance of those with SEN needs, liaising with external agencies, attending meetings and creating reduced timetables as appropriate |
| Undertake training with a specific area of expertise to support staff to meet the expectations of the school in relation to SEND. |
| In relation to Medical Needs |
| Keep and supervise administration of medication to pupils ensuring records, including Health Care Plans, are kept in accordance with school policy. |
| Arrange work for students who are absent due to long term illness, working with hospital schools as appropriate. |
| Arrange in-school appointments with visiting medical / therapeutic practitioners – eg school counsellor, school nurse, physiotherapist. |
| Oversee immunisations on site, including covid testing. |
| To act as a school first aider. |
| To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students. |
| Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher. |
| Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school. |
| Safeguarding <ul style="list-style-type: none"> ● 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 |
| Fulfil any other tasks reasonably requested by the line manager. |

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.

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| QUALIFICATIONS | <ul style="list-style-type: none"> ● At least A level or equivalent qualifications. ● Good overall secondary school qualifications. ● First aid qualifications. |
| EXPERIENCE | <ul style="list-style-type: none"> ● Successful relevant experience of working with children (at least 2 years). ● Proven administration experience. |

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| SKILLS AND ABILITIES | <ul style="list-style-type: none"> ● Experience of using SEND modules on SIMS. ● Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. ● Good influencing skills to encourage pupils to interact with others and be socially responsible. ● Ability to work in an organised and methodical manner and maintain accurate records. ● Ability to convey information clearly and accurately orally and in writing to a range of people. ● Ability to take personal responsibility for organising day to day workload. ● Ability to work effectively and supportively as a member of the school team and under direction of the SENCO. ● Able to deal calmly, tactfully and effectively to a range of people. ● Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. ● Ability to show sensitivity and objectivity in dealing with confidential issues. |
| KNOWLEDGE | <ul style="list-style-type: none"> ● Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. ● Demonstrate a basic understanding of the work of a school. ● Demonstrate an understanding of SEND, medical and welfare issues in a school setting. ● Knowledge of a range of computer applications – including Google Apps for Education / Word / Excel / Powerpoint / SIMS. ● Demonstrate an understanding of confidentiality and child protection issues in a school setting. |

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 2022](#) (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](#).



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This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*