

ASSISTANT HEAD OF PRIMARY – SENDCO & PASTORAL

GILDREDGE HOUSE

EASTBOURNE

WELCOME FROM THE EXECUTIVE HEAD TEACHER

Dear Colleague

Thank you for your interest in working at our school. Gildredge House is a popular and oversubscribed all-through school, in Eastbourne, East Sussex. Primarily, Gildredge House is a warm, welcoming, and inclusive community. Every student, teacher and member of our community takes on a responsibility when joining Gildredge House to maintain and cultivate the unique culture that exists inside our walls. You will find this culture embodied in every part of our school, in the way Gildredge House students think, feel and act, regardless of age.

As a unique, all-through school, I believe that we offer a special opportunity for any member of staff to work with young people across a range of ages and key stages, and in particular, for school leaders to have an impact on young people's education for twelve years of their lives. This privilege is not lost on us, and we work hard to ensure that we are relentless in our pursuit of an excellent education for all our young people. In our most recent Ofsted inspection in October 2024, Gildredge House was judged to be Good in all five categories. We are confident and excited about the school's future and are looking for an exceptional leader to join us on this journey.

We are recruiting for a new position, Assistant Head of Primary - SENDCo & Pastoral. You will be responsible for leading high standards of student behaviour, attitudes to learning, and inclusion, promoting the school's vision, mission, culture, and policies. You will lead and manage SEND operations in the Primary phase, creating and maintaining the conditions in which all students can reach the highest educational standards. You will be responsible for leading an ethos that brings out the best in staff and students across the school, ensuring continuous improvement.

I am very proud to be the Executive Head Teacher of Gildredge House and look forward to working with you to lead this aspect of school development together. I enjoy working in such a cohesive team across all phases of our school, and I warmly encourage you to consider joining our fantastic and unique community. Please contact me at c.bull@gildredgehouse.org.uk for a confidential conversation, or you can speak with our HR Team on careers@gildredgehouse.org.uk, who will be able to send you the full job pack.

We look forward to hearing from you.

Craig Bull
Executive Head Teacher



OUR SCHOOL

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community.

Our Mission

Aspire

In all that we do

Our vision

Our vision is to be a school that:

- Aspires for balanced students who flourish through opportunities and learning experiences in and outside the classroom.
- Aspires toward a culture of care and wellbeing, which results in optimal conditions for learning.
- Aspires to be proud of the Gildredge House Way, our uniform and attendance.
- Aspires for all students to achieve their potential and beyond.
- Aspires for an inclusive, all-through, values-based curriculum.
- Aspires for students to understand their responsibility to be global citizens, contributing to a better world.
- Aspires to celebrate students' individual and collective achievements.
- Aspires to engage young people in environmental education and action.
- Aspires for a strong careers programme which supports students in further education, training, and employment.
- Aspires to work collaboratively within our local, national, and global communities.



The Gildredge House Way

Ready, Respectful, Safe

Our school is founded upon high standards and high expectations of students' attitude to learning. We expect a commitment from all students to the Gildredge House Way, in and out of every lesson. We also believe it is important to celebrate individual and collective achievements through a culture of 'catching students in'.

THE ROLE



Ideal candidates will:

- Align to the Gildredge House vision, mission and values.
- Have a track record of school improvement and outcomes.
- Be committed to working in partnership with colleagues, Governors, parents, and the community to deliver strong outcomes for students.
- Act with integrity and build effective, trusting relationships with colleagues and students.
- Be able to contribute meaningfully to the school's strategic development.
- Possess the technical and behavioural traits to support the leadership of a highly effective school.
- Be a great teacher themselves.
- Know what great learning looks like in the classroom and how to achieve it.
- Have experience in improving teaching and learning.
- Know what a strong performance management and professional development programme should look like.
- Be able to secure a strong culture for learning with students and their families.

The successful candidate will have proven success in driving standards, be committed to the pursuit of excellence and be able to lead and embed rigorous accountability procedures effectively.

This is an exciting opportunity for someone aspiring to make an impact at Senior Leadership level or a current Senior Leader looking for a new challenge.

To apply, click **here**:

Reports to: Head of School - Primary
Start Date: February or April 2027
Location: Eastbourne, East Sussex
Salary: L2 - L5
Contract: Permanent
Closing Date: 9.00am, Monday 7th December 2026
Interviews: In the week following the closing date.

Visits to the school and a tour with the Head of Primary are highly recommended. To arrange a visit, please contact Fiona Masoumi-Hodd via F.Masoumi@gildredgehouse.org.uk.

Applications by Gildredge House application form (available here) to careers@gildredgehouse.org.uk by the deadline above.

Gildredge House is committed to safeguarding and promoting the welfare of children. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

We require all employees to undertake an enhanced DBS check.

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warning under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.



JOB DESCRIPTION

The Assistant Head of Primary - SENDCo & Pastoral will play a pivotal role in supporting the leadership of the Primary phase in continuing to shape the development of teaching and learning to secure continued success and subsequent progress and achievement of all students.

Key Responsibilities

- Help to determine the strategic development of SEND policy and provision in the school.
- Be responsible for SEND & the co-ordination of specific provision to support with SEND.
- To work alongside the Deputy Head for Behaviour and Attitudes in supporting provision and plans for students with behavioural needs.
- Lead the vision for pastoral care of students, with oversight of the behaviour, attendance of all students in the Primary phase.
- Be the appointed DSL for the Primary working alongside the Deputy Head - DSL and Safeguarding team to keep children safe.
- Deliver high quality teaching to Primary phase classes.

Note: The full job description is available as part of the application pack on our website

Outcomes & Activites

- Be part of the Teaching and Learning Team and as such, make active use of the Coaching/Mentoring Programme to support high quality teaching and learning
- Ensure teachers are creating personalised pathways for learning to meet the needs of all students
- Instil an ethos of high expectations for achievement and behaviour for all students
- Play a key role in leading teaching and learning across the Primary phase
- To continuously review teaching methods, schemes of work and resources as necessary

Strategy & leadership

- Support the strategic direction and development of the school
- Support with duties and learning walks
- Have a strategic overview of provision for vulnerable students across the Primary phase, monitoring and reviewing the quality of provision. Contribute to the school self-evaluation, particularly with respect to provision for students with SEND.
- Work strategically as part of the SLT in the development of provision for students with SEND.
- Ensure the SEND policy and Behaviour Policy is put into practice and that the objectives of the policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effectively, when needed.
- Lead parental engagement activities and events, and ensure the Primary phase engages with parents.
- Line manage the support staff team to provide the best possible outcomes all students, particularly those with SEND.
- Oversee the assessment, identification, and provision of support for students with special educational needs, collaborating with teachers, parents and external agencies





PERSON SPECIFICATION

Qualification Criteria

- Qualified to teach and work in the UK
- Evidence of continuous professional development
- Hold Qualified Teacher Status (QTS)
- NPSL or above is desirable but not essential
- National Professional Qualification for SENCOs (achieved or working towards)

Experience

- Successful teaching experience with a track record of consistently enabling students to achieve high standards
- Successful leadership and management experience with proven impact in a school as a senior or middle leader
- Evidence of enabling students to work to the highest standards
- Proven track record of successful strategies for raising achievement and sharing good practice
- Experience of working professionally with external support agencies
- Some experience of strategic planning or of curriculum development
- Experience of working across Key Stages

Note: The full person specification is available as part of the application pack on our website

Leadership Behaviours

- All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values
- Ability to coach and lead others in a solution-focused approach
- Ability to reflect upon and improve your teaching practice and that of others.
- Understanding of change management and experience of successfully leading change.

Knowledge

- Detailed knowledge of the national curriculum in the relevant area
- Up-to-date educational research and theory on pedagogical practices
- A good understanding of the importance of literacy across the curriculum
- A good understanding of how to plan and assess work for vulnerable groups, such as SEN students, pupil premium students and those that have high prior attainment
- An awareness of recent important national and research based educational
- developments, particularly those supporting vulnerable students
- Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation

Skills

- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate
- Ability to use data effectively to monitor, evaluate and review decisions
- Ability to organise, lead and motivate staff and to challenge underperformance
- Ability to support on curriculum development and innovation and to maximise the contribution of staff to improve the quality of education
- Ability to inspire and motivate others, fostering a positive, supportive and collaborative working environment
- Commitment to promoting equality, diversity, and inclusion within the school community
- Sufficient numeracy to interpret statistical data and manage budgets
- Excellent written and spoken English.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

OUR VALUES

Our school is underpinned by a values-based education. Our stakeholders have discussed, collaborated and developed this thinking to create six core values that we believe ensure our students aspire to and achieve success. We believe that this creates a strong learning environment that enhances personal and academic achievement while also developing students' social and relationship skills that will last throughout their lives. Our curriculum is developed with our Aspire values in mind and we recognise and reward students when they demonstrate them.



Ambition - To relish new challenges or opportunities, always strive to do our best.



Support - To collaborate, encourage and help others whilst accepting and responding to support ourselves.



Perseverance - To have self-belief in overcoming challenges to be successful.



Integrity - To be honest and always do the right thing.



Reflection - To consider our strengths and areas for development whilst making connections in our learning.



Empathy - To understand the feelings and needs of others, supporting those who sometimes need our help.

BENEFITS

As a Senior Leader at Gildredge House, we will offer you:

- A carefully designed and supportive induction plan to ensure you have everything you need to start your new role confidently and smoothly
- Non-contact leadership time to support impact
- A leadership coach
- Training - in addition to NPSL/NPQH training (if you do not hold the qualification)
- Career development opportunities
- On-hand expertise from the Executive Head Teacher and Heads of School
- Leadership Coaching Qualification
- Two week Autumn half term
- Teacher Pension Scheme
- Care First Employee Assistance Programme
- Staff wellbeing and sport opportunities








Gildredge House

ASPIRE



Aspire