

Manor Green School Staff Recruitment Pack



EXCELLENCE FOR ALL



Welcome

Manor Green School is a highly successful, supportive and dynamic school providing students aged 2 to 19, with special educational needs, a unique education for them to succeed personally, academically and socially.

Our vision is to be the Centre of Excellence for students. All staff are integral to working towards this vision, sharing a collective aim to develop the whole student, ensuring that we lay the foundations for them to be well equipped for the future.

We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success; an open-minded and proactive attitude towards working effectively in a team.

As a member of our team, you will receive ongoing support and development in your role and have access to a range of opportunities. We develop outstanding professionals, many of whom progress through the career pathway, joining us as part of the School Business Support Team or as part of the ACE team, comprising of our Primary, Secondary and Therapeutic Learning Support departments. Many of our teaching staff join us as Specialist Support Assistants and move on to Higher Level Teaching Assistant roles with some choosing to enter the teacher training and leadership pathways.

We hope this pack provides you with everything you need to know about our vision, ethos and values, what you can expect from working at Manor Green School and the opportunities we will provide to support your career development.

Why is Manor Green School unique?

At Manor Green School, our aim is to ensure outstanding outcomes for all, including both our students and staff.

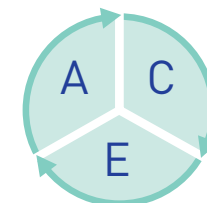
We are a National Centre of Excellence for Inclusion, accepting students from all walks of life with all different abilities.

Our students' needs range from requiring additional pastoral and emotional support, through to those with moderate and severe learning difficulties and some having profound, multiple learning and complex health needs.

We are also a National Autistic Society Accredited School and believe that we are unique specialising in autism whilst also catering for so many different needs.

Our unique philosophy of education is known as The ACE Model®. This underpins our promotion of students' holistic growth in three key areas:

Academic Progress
Care and therapeutic learning support
Enrichment and life skills development



We address the individual learning needs of all our students and provide a broad and balanced curriculum. In addition, we have a wealth of resources and facilities to enhance students' learning including: a swimming pool, a greenhouse, a soft play room, sensory rooms, performing arts, science and DT facilities, physiotherapy, occupational therapy and speech and language therapy.

We have recently completed the expansion of the school and so have even more space to use for our outstanding work!

Manor Green School fosters a culture where the achievements of both our staff and students are celebrated, praised and rewarded. The progress our students make is phenomenal and it is inspiring to see them leave us and succeed beyond their school year.

**"MANOR GREEN SCHOOL STUDENTS
ACHIEVE SIGNIFICANTLY BETTER
THAN OTHER STUDENTS WITH SPECIAL
EDUCATIONAL NEEDS NATIONALLY."**
ACADEMIC AND STANDARDS REPORT,
2014-15



Tegan Duncan, a former student, returned to Manor Green School as a full-time Specialist Support Assistant after completing a one-year apprenticeship and gaining her Level 2 in Health and Social Care Diploma.

What does Manor Green School have to offer you?

Continued Professional Development (CPD)

Professional development is important to us and plays a key role in allowing us to provide the best possible education to our students.

Our staff are supported through a planned induction period, where procedures and policies are disseminated and the expectations and key qualities shared. New members of staff can expect a thorough introduction to the school, from the physical layout, to the staff team, as well as support in identifying training needs and development opportunities with a named member of staff as their mentor.

Mandatory training to support our staff includes Manual Handling, an accredited training that looks at performing risk assessments of the needs that occur in school, the practical skills to safely handle people and Team Teach: training in positive behaviour support and physical handling strategies used to help students with their behaviour.

Our unique carousel training offers training on a variety of topics throughout the year. As well as weekly PPA (planning, preparation and assessment) time, teachers also have six days a year to focus on moderation of their assessment and marking of students' progress.

Manor Green School supports the study of relevant professional qualifications and we offer a leadership development programme for all staff. We also work in partnership with other organisations to provide teacher training programmes.

All staff are encouraged to engage in ongoing professional development based on their own research, professional reading and reflection.

"IT IS A PLACE WHERE ALL MEMBERS OF THE SCHOOL COMMUNITY WORK HARD TOGETHER TO DO THEIR BEST, ALWAYS AIMING HIGH AND SUPPORTING EACH OTHER VERY WELL IN THEIR SUCCESS." OFSTED 2013

Personal and enrichment benefits

There are many other advantages to working at Manor Green School, including:

- Pension scheme
- Childcare voucher scheme
- Annual leave – the school year is 39 weeks. Term time only staff get paid 45.2 weeks a year to include holiday pay. Staff who work 52 weeks a year are entitled to 28 days' holiday a year
- Cycle to Work scheme – a tax-efficient loan scheme to buy a bike and safety equipment for your commute to work
- Royal Borough of Windsor and Maidenhead Advantage Card – a discount card for people living or working in the Borough including over 200 offers on attractions, restaurants, shops, leisure activities
- Healthcare scheme – employee funded affordable healthcare scheme provided by Benenden Healthcare. This also includes family members with no age limit or exclusions for existing health conditions. Enables diagnostic tests and treatment at private hospitals
- Thank you gift vouchers – gift vouchers awarded to staff as an instant thank you from the school to recognise extra effort and contribution. Staff can nominate colleagues to receive vouchers if they feel they have 'gone the extra mile' beyond the call of duty
- Employee Assistance Programme – free and confidential staff advice and counselling service provided by Lifestyle Support
- Family-related benefits including maternity, paternity, adoption and parental leave
- Occupational sick pay scheme
- Staff catering – i.e. school meals, well equipped staff room, newly refurbished café
- Free car parking



LOCATION

We are situated in an excellent location, offering a unique blend of the town and country allowing you to benefit from the urban and rural surroundings nearby – the best of both worlds.

The Royal Borough of Windsor and Maidenhead is just 30 miles west of London with Heathrow Airport just 12 miles away and Luton and Gatwick Airports within an hour's drive.

The Borough is easily accessible via the major motorway networks of the M3, M4, M25 and M40 and is well served by public transport. Maidenhead train station is nearby and there are various bus routes available.

Crossrail links are now under construction and there are plans afoot to completely transform the town centre.

There are excellent shopping, restaurants, pubs, leisure activities and an exciting programme of events too, such as the Royal Windsor Horse Show.

There are large numbers of unspoiled rural areas, including 1,000 acres of National Trust land and 4,800 acres owned by the Crown Estate.

There is also a network of widely-used public footpaths, bridleways and byways which give access to the countryside and river.



Meet our staff



**SARAH FRASER,
ACTING KEY STAGE 4 LEADER**

My career was originally destined for the military but working here is life changing. I have never looked back and am now in my fourth year. I have recently been promoted to Key Stage Leader and have also taken on the exciting role of Educational Visits Coordinator for the whole school. It has been so meaningful to work in an environment that is so transformative for students and their families; I get up every day looking forward to work and the challenges ahead. The support of the staff network, the teamwork and fantastic atmosphere is a huge strength of the school alongside the inspiring work of Mrs Eleanor Sheehan, Assistant Headteacher for the Secondary Department, her ongoing work and educational journey.

The students of Manor Green School are inspiring. It is a privilege to support them on their journey, watching them grow and achieve incredible milestones every day, however small these may be. Parents can expect an outstanding education and outcomes for their children, through our commitment to making a difference, watching each student succeed and giving them a voice. Life at Manor Green School forces you to reflect on your privileges and the things we take for granted. We are committed to going on this educational and life journey with each student.

"YOU NEVER GET BORED, THERE IS ALWAYS A NEW CHALLENGE, ALWAYS SOMETHING NEW AROUND THE CORNER"

**ELEANOR SHEEHAN, ASSISTANT
HEADTEACHER FOR SECONDARY
DEPARTMENT**

My passion for SEN education began through my experiences working with underprivileged children in Mexico, an experience which enlightened me to the value and positive impact on a young person's life that one could have.

Working for Manor Green School has brought a plethora of amazing experiences and enabled me to be part of this fantastic team working to achieve that excellent outcome for every young person.

I first came to the school as part of my PGCE and am now in my fifth year, with the new position of Assistant Headteacher for Secondary. Within this role I would like to achieve a clear destination for every student leaving us; for them to have a meaningful life beyond Manor Green School through our successful employability programme, helping to secure paid, meaningful work placements. We are a community that supports young people for their future and parents who are on a difficult journey, providing a personalised approach for their child and promoting communication between parents, students and the school.

Our holistic model, the ACE model®, I truly believe in. We are here to develop the whole person, celebrating every small progress of every young person and moving them on to be independent, mapping a whole journey from 2-19.



GINNY JAGO, KEY STAGE 2 LEADER

I have always been a people person; I love to help people, to understand their needs. My experiences running a restaurant taught me the ability to read characters, to know how to address differently and change my language according to the people I was speaking to. My journey into teaching began with tutoring one of the local children who suffered from severe dyslexia. Being dyslexic myself, I understood the difficulties involved and thus was keen to engage and to tutor.

Manor Green School is amazing, the school accepts students from all walks of life and abilities, catering for so many different needs and specialising in autism. Each year is different and brings with it a new challenge and different students to get to know, it is a fascinating environment in which to work and so much can be learnt here.

My seven years at Manor Green School have enabled me to experience a variety of roles, from Specialist Support Assistant, and Newly Qualified Teacher, to an interim middle leadership role of Key Stage Leader for Early Years and Key Stage 1 and my current permanent position of Key Stage 2 Leader.

The training and development opportunities provided by Manor Green School have been second to none. Having experienced the different levels throughout the structure of the school I have a clear understanding of the relevance and significance of every setting to the students here and I look forward to continuing to progress personally and within my career with the support of the school."

"I HAVE FOUND IT SO MEANINGFUL TO WORK AT A SCHOOL THAT IS LIFE CHANGING TO SO MANY CHILDREN AND THEIR FAMILIES."

**CAROLINE GREENSTREET,
CLASS TEACHER**

I have been at Manor Green School for three years, starting as a Specialist Support Assistant. In my second academic year, I completed my teacher training with the Schools Direct Programme that was funded by the school and the Borough. It was hugely beneficial as this programme was salaried. I am now in my Newly Qualified Teacher year as a Class Teacher in Key Stage 1 and I am loving it.

I was attracted to Manor Green School because of its exceptional facilities, its outstanding ethos and its good attitude towards special needs. I have always wanted to work with individuals with special needs but also have an interest in specialising in behaviour.

The school provides excellent training for its staff. For example, every Tuesday we have carousel training, providing staff with a wide range of training and development opportunities throughout the year. Staff really value this and I do not know of another special school that offers this. We love to be constantly learning.

Manor Green School values its staff and takes the time to learn about everyone's skills so that we can make the most of them. For example, I completed a Masters in Applied Drama where my main focus was on drama with individuals with special needs. The school recognised this and I am now taking a drama class once a week.





GARY MORGAN, SPECIALIST SUPPORT ASSISTANT

I am a former student of Manor Green School, then known as Holyport Manor School. I left school and threw myself into adult life, working in companies such as binding and building companies, where I utilised my manual skills.

I have been working at Manor Green School for 10 years now and have truly progressed here. I first started working in the school's greenhouse which I set up and managed. Students learn important life skills here and we often use the produce we grow in the school kitchen. It is inspiring to be a part of this. Through training and CPD opportunities provided by Manor Green School, I was supported in developing into a new role as a DT assistant, providing support to our students on a one to one basis.

The highlight of my work at Manor Green School has been seeing the students progress and develop life skills and being proud of what they achieve.



PAT MORGAN, SCHOOL BUSINESS SUPPORT

I have been at Manor Green School for five years. My role is carrying out reception and administration duties as well as meeting and greeting parents and visitors.

I love my job and look forward to coming to work every day. My favourite aspect is the interactions with our students and seeing them blossom and thrive.

The strengths of Manor Green School are that everyone is 100% committed to the students in terms of wanting the best outcomes for them. Parents can expect their children to gain confidence in themselves and their own ability. We create a personalised approach for every student through our small class sizes with teachers and support staff who have extensive knowledge of each child and their needs and work together to achieve.

I feel privileged to have the opportunity to see our students progress and see the small milestones they make every day. For example, one student who was non-verbal when he first started at the school now never stops talking and he often comes to Reception to sing to us!

This is one of the many reasons why Manor Green School is a wonderful place to work. How many jobs can give you that sort of experience?

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