WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Governor with Responsibility for SEND and Inclusion

ADHD
FOUNDATION
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WEST KIRBY SCHOOL
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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ABOUT OUR SCHOOL

West Kirby Educational Trust is a trust made up of two schools, Acre View Primary School and West Kirby School and College.

Our dedicated staff are committed to ‘Changing children’s lives, building better futures’. We achieve this through a consistent approach towards understanding the needs and motivations of children and young people (‘CYP’); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities (‘SEND’). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social**, **emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills**, **personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

WELCOME FROM OUR CHAIR OF THE BOARD

Dear Candidate,

I am delighted that you are interested in joining The Board of West Kirby School and College as a **Governor with Responsibility for SEND and Inclusion**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment**, **culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Chair of The Board of WKS, I would be delighted to welcome you to the School to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Tom

Mr Tom Whitworth
Chair of The WKS Board

ROLE OVERVIEW
& APPLICATION PROCESS

WEST KIRBY SCHOOL & COLLEGE
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West Kirby School and College is Seeking to Appoint a Talented Governor with Responsibility for SEND and Inclusion

Commitment: 4 Board meetings per academic year plus annual training refreshers

Role Overview:

A rare and exciting opportunity has arisen for a high calibre and committed **Governor with Responsibility for SEND and Inclusion** to join our Governing Board and vibrant School community.

To excel in this role, you will have proven experience of working within SEND Education and be a teacher or former teacher.
You will contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent.

Application Process:

If you are interested in this role, please send an expression of interest email to recruitment@wkrs.co.uk outlining why you believe you would suitable for this role.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks, an Enhanced DBS check and Section 128 Check. Applicants must be 18 or older, eligibility criteria applies.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

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Person Specification – Governor with Responsibility for SEND and Inclusion

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Key Skills & Abilities	• Analytical skills and the ability to understand and question written and numerical information • The ability to establish good working relationships with Trustees and staff at all levels within the School		
Knowledge	• A deep level of understanding of the role of a Governor	• An understanding of how schools performance is measured • An understanding of the key issues and priorities facing schools	
Experience	• Experience in an education role e.g., teacher	Experience of: • Business planning and monitoring of progress against targets • Effective performance management of staff • Budget analysis in order to understand the costs associated with particular services, projects and programmes. • Analysing complex performance data and information and forming recommendations for action; • Health and Safety management • Premises management	

PERSON SPECIFICATION (Cont.)

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Person Specification – Governor with Responsibility for SEND and Inclusion West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Personal Attributes	• An interest in the education of children • An enquiring mind and desire to understand how the School is impacting the performance of pupils • Self motivated and dependable • Persistent and able to work with other Trustees and school leaders in difficult circumstances • Effective team worker, able to share ideas and make best use of resources • Able to understand and interpret sensitive information and apply appropriate levels of confidentiality	• Knowledge of working with pupils with complex special educational needs	
Other	• A commitment to the demands of the role • A commitment to developing skills and knowledge through training and taking up briefings and networking opportunities • Commitment to equal opportunities and anti-discriminatory policies		

ROLE DESCRIPTION

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Role Description – Governor with Responsibility for SEND and Inclusion West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of The Role:	To contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent.

Responsibilities as a Governor:	**Under Charity law (regulated by the Charity Commission), Governors have ultimate responsibility for directing the affairs of the School and Charity to ensure that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. As a Governor of the School, you will be responsible for ensuring:** • A clear vision, mission, and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans; • Operational management processes are appropriate e.g., policies, quality and service standards, values, recruitment to senior positions; • Compliance with all legal and regulatory requirements; • All financial obligations are met and assets are managed; • Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks; • The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.
General Responsibilities:	**Contribute to the strategic discussions at Board meetings which determine:** • The vision and ethos of the School; • Clear and ambitious strategic priorities and targets for the School; • The School's budget, including the expenditure of the pupil premium allocation; • The School's staffing structure and key staffing policies; • The principles to be used by school leaders to set other School policies. **Hold executive leaders to account by monitoring the School's performance; this includes:** • Agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan; • Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of School performance;

ROLE DESCRIPTION (Cont.)

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General Responsibilities (Cont.):	• Asking challenging questions of School leaders, ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits; • Ensuring senior leaders have developed the required policies and procedures and the School is operating effectively according to those policies; • Acting as Governor with linked responsibilities on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board on the progress on the relevant School priority; • Listening to and reporting to the School's stakeholders: pupils, parents, staff, and the wider community, including local employers. **Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.** **When required, serve on panels to:** • Appoint the Headteacher and other senior leaders; • Appraise the Headteacher; • Set the Headteacher's pay and agree the pay recommendations for other staff; • Hear the appeal stage of staff grievances and disciplinary matters; • Hear appeals about pupil exclusions.
Link Responsibilities: SEND & Inclusion	**The Governor with Responsibility for SEND & Inclusion will support the Board to oversee SEND & Inclusion matters of the charity in line with good practice, the Articles of Association and legal requirements, and report to the Board at regular intervals about the SEND & Inclusion position of the School.** **The Governor with Responsibility for SEND & Inclusion should adhere to the role description of a Governor and in addition has the following responsibilities:** • Ensure the School meets its statutory duties with regard to SEND and Inclusion • Work with the Board to ensure the School's ethos and strategic priorities are tailored to the needs of SEND pupils • Support SLT and staff with the implementation of the School's SEND and Inclusion policies • Monitor how well the School tailors the curriculum and assessments to individual pupil needs and EHCP targets

ROLE DESCRIPTION (Cont.)

Link Responsibilities: SEND & Inclusion (Cont.)	• Undertake relevant training on SEND, equality and inclusion • Stay informed of national and local developments in SEND practice and provision

The information in this brochure is correct at the time of publication. Subject to change. E&OE

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