



**GLEBE  
FARM  
SCHOOL**



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**Assistant Head SEND /  
Inclusions  
(Primary Phase)  
Glebe Farm School**

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Information for Candidates  
27<sup>th</sup> March 2026



**Inspiring Futures  
through Learning**

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## Welcome from the Headteacher

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Dear Applicant,

We are delighted that you are considering applying to join the team at Glebe Farm School.

Glebe Farm School is part of the Inspiring Futures through Learning, Multi-Academy Trust, which comprises of twenty schools across Milton Keynes and Corby. The Trust is committed to developing a family of schools whose purpose is to inspire the futures of us all through learning together.

I was appointed as Headteacher for Glebe Farm School in May 2021 and have had the privilege of seeing the creation of the school build which started on the first day of lockdown on 23rd March 2020.

We are looking for an exceptional individual to join the team and provide high quality care and education that meets the needs of pupils in the school setting. All team members will have responsibility for embedding the vision and ethos of the school to secure the success and continuous development of our school and young people, ensuring high quality education for all pupils.

As Glebe Farm School grows there will be many new and exciting roles created and being part of this journey will open many opportunities for colleagues. As part of the Inspiring Futures through Learning Multi-Academy Trust, successful candidates will have full access to our staff benefits package, including bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave and Employee Assistance Programme. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

We look forward to receiving your application.

Matthew Shotton  
Head Teacher





AMBITION



BELONGING



CREATIVITY

## About Glebe Farm School

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Glebe Farm School is a brand new, purpose-built all-through school, located in the new development of Glebe Farm, Milton Keynes. Our first cohort in September 2022 was restricted to 210 students in Reception, Year 1, Year 2, Year 7 and a 39 place Nursery. Glebe Farm School will continue to grow year on year and will eventually accommodate 1569 students when it reaches full capacity.

Glebe Farm School will serve the new residential developments of Glebe Farm. Secondary catchment area will include Glebe Farm, Eagle Farm, Wavendon Village (including new development areas) and Woburn Sands (Mk residents only).

We are an **AMBITIOUS** school, with a strong sense of **BELONGING** and **CREATIVITY** at the heart.



# WE ARE A SCHOOL OF CHARACTER

Here are our values



## INTEGRITY

To uphold the highest standards of honesty with the ability and desire to stand up for what is right; developing a strong moral compass that guides you to do the right thing when no one is watching.



## RESPONSIBILITY

To take responsibility for your actions and choices; to make others feel valued and respected; to contribute and fully embrace our school community.



## ENDEAVOUR

To endeavour to always do your best to face the challenges of school life and beyond; to try for the sake of others as well as the individual; to be consistent in all we do and strive for greatness.



## BRAVERY

To be brave when taking risks and facing fears; to be a strength for others when they question their own strength; to remember, it is going to be hard, but hard is not impossible.



## EMPATHY

To have the ability to relate to, and connect with, others for the purpose of inspiring and empowering their lives; to demonstrate humility when supporting others to be able to see, hear and feel from the position of another.

## Core values and vision

Our vision for the children and young people we teach, is to deliver an exceptional 21st century, comprehensive and universal all-through learning experience that will unlock every individual's potential. We aim to develop the acquisition of knowledge, skills, emotional intelligence and character to become responsible, successful and fulfilled citizens with the highest levels of integrity.

We will equip pupils and students from the ages of 4–16 with the knowledge, skills, characteristics and emotional intelligence to become well-rounded, responsible and fulfilled citizens with the highest levels of integrity; and the ability to stand up for what is right.

At Glebe Farm School we develop the characteristics of bravery, empathy, endeavour, integrity and responsibility. These core values permeate throughout our school and curriculum.

## The Curriculum

Whilst the curriculum is broad and balanced and offers the complete range of subjects the three distinctive principles that provide the foundation for everything we do: Ambition, Belonging, Creativity

The ABC drivers of our curriculum, firmly underpin all areas of school life and this ensures our curriculum offer is enriched and personalised to our children, their families and our developing community.



# Inspiring Futures through Learning

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We formed Inspiring Futures through Learning (IFtL) in 2016 as a natural extension of our school improvement journey. Indeed, for over twenty years our founding school, Two Mile Ash School had worked with very secure, high-quality partners in their ITT School-Based Partnership, supporting newly formed Trusts in turning schools in difficulty around and created our CPD programme to support the development of leadership and continual professional development both locally and nationally. There was a very strong track record of school improvement led by high performing leaders who shared a common vision. Developing a Multi-Academy Trust with like-minded schools and their leaders meant that our vision could circulate further, ensure the impact of our work reached out to more children and more staff benefited from high-quality development and learning from each other.

Since 2016 we have achieved great success. We can quantify our success in Ofsted reports, performance data, financial spreadsheets and our recruitment and retention figures. However, most importantly to note is that we can only achieve such success because of our culture and ethos. It is our more qualitative success that makes IFtL truly unique. We are a strong family, with different personalities and differing abilities but we have the golden thread that pulls us together - a belief that we are stronger together; that we will go that extra mile for each other and support each other when things aren't going the way we want them to.

The camaraderie is second to none as our school improvement system is strongly embedded in our schools as we use the skills and expertise to support each other. There is nothing new about a self-sustaining school improvement system – but the way we do it is unique to us and something that we are extremely proud of.

Indeed, IFtL is all about the people: the adults and the children. Our values set us apart:



This is the glue that holds us together, our common ethos, our shared values and our bare necessities. This is why we are special.

We are unashamedly proud of who we are and what we have achieved....

and we know that being part of the IFtL community is genuinely **a great place to be.**



# Working at IFtL

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To support all our employees, the Trust is committed to finding ways to ensure that your personal, financial, professional, and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

IFtL is a Trust with a strong vision:

**‘To inspire the futures of us all through learning together’.**

This vision is lived every day by everyone in our trust in several ways....

- ✓ School Development
- ✓ Wellbeing
- ✓ Professional Development
- ✓ Employee ‘Salary Extras’ benefits
- ✓ IFtL Varsity (Professional Learning)
- ✓ Expert Learning Teams and Networks
- ✓ Employee Assistance Programme
- ✓ IFtL Portal
- ✓ Initial Teacher Training Partnership (ITTP)
- ✓ Safeguarding
- ✓ Quality Assurance



# Benefits of our Trust

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## Employee Assistance Programme

The Health Assured programme offers:

- ✓ Confidential and compassionate guidance on any issues, professional and personal
- ✓ Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- ✓ Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- ✓ Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- ✓ Medical information: Qualified nurses are on hand to offer advice on a range of medical or health-related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- ✓ CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.
- ✓ Weekly mood tracker: Keep track of your financial, physical and general wellbeing via our weekly mood tracker. My Health Advantage uses push notifications to remind you to complete your weekly mood tracker, via a set of simple questions.
- ✓ Mini health checks: My Healthy Advantage offers a collection of mini health checks within the app for the following: height & weight (BMI), waist, sleep, alcohol, mental health and fatigue.
- ✓ Four-week plans: Through My Healthy Advantage, you can access a selection of four week plans all aimed at improving your health, such as quitting smoking, losing weight and coping with pressure. You can reflect on your progress and input diary entries at the end of each week.
- ✓ Wellbeing articles: Covering a wide variety of topics, including; emotional, physical and financial wellbeing, legal, housing and consumer issues, retirement, childcare and much more.
- ✓ Personalisation: Personalise your newsfeed by selecting specific topics that interest you. My Healthy Advantage will generate learning materials tailored to your choices, such as equality & diversity, exercise and childcare & parenting



Inspiring Futures  
through Learning

FREE  
support

# Employee Assistance Programme

Our Health Assured programme is **available 24/7** and **free** to access by all IFtL colleagues and their immediate family members, offering support through some of life's challenges, including:



Family issues



Financial wellbeing



Legal information



Medical information



Relationship advice



Tenancy and housing concerns



Alcohol and drug issues



Childcare support



Stress and anxiety



Bereavement



Counselling



Consumer issues

Call **0800 028 0199** to access help now

# Job Description

## Assistant Headteacher for SEND/Inclusion (in Primary Phase) at Glebe Farm School

(Primary School Experience Essential with QTS Qualification)

Permanent, Full Time

Leadership Scale L5 – L10

Responsible to: Head of Primary & Working with Assistant Head for SEND/Inclusion

This job description sets out the expectations of the role of Assistant Headteacher for SEND/Inclusion at Inspiring Futures through Learning. The role is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers Pay and Conditions Document.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

**Please note that this is a generic job description. The specific details of the role will be negotiated with the successful candidate to reflect his/her strengths.**

To work in partnership with the Headteacher and Deputy Head Teachers to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of teaching, learning and achievement.

- ✓ Deliver the school's vision, provide leadership and direction.
- ✓ Demonstrate outstanding leadership.
- ✓ Promote excellence, equality and high expectations of all students.
- ✓ Carry out day to day management, organisation and administration.
- ✓ Engage and encourage the commitment of the wider community so we are the first choice for local families.
- ✓ Create a safe, compelling, and progressive learning environment that leads to students who are ready, confident and enthusiastic about their education and school.
- ✓ Take a lead role in the monitoring and evaluation of standards across the primary phase.
- ✓ A leading professional, actively promoting effective teaching and learning practices across the primary phase.
- ✓ To achieve success for all members of the school community within a culture of continuous innovation, rigorous review, promoting excellence, equality and high expectations of all children.
- ✓ To assist in creating a safe and productive learning environment that is engaging and fulfilling for all pupils and staff.
- ✓ Promoting the way that the curriculum is taught and assessed in order to support pupils.
- ✓ Line managing staff.
- ✓ Supporting teaching staff so that they embed and extend teaching and learning that impacts positively on learners.
- ✓ Attend meetings and report to the Governing Body as required.
- ✓ To contribute to relevant sections of the SEF and SIP.



## Duties

- ✓ Play an active part in the Core Team and lead the school alongside the other members of this team, with enthusiasm, ambition and confidence.
- ✓ Represent the Core Team to all stakeholders.
- ✓ Demonstrate personal enthusiasm for, and commitment to, embracing the love of learning and education.

The duties outlined in this job description are in addition to those covered by the most recent 'School Teachers' Pay and Conditions Document'. It may be modified by the headteacher, after discussion with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Shaping the Future

- ✓ To support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school.
- ✓ To play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- ✓ To contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- ✓ To lead by example to motivate and work with others.
- ✓ Lead by example when implementing and managing change initiatives.
- ✓ To promote a culture of inclusion within the school community where all views are valued and taken into account.
- ✓ Build positive relationships with all members of the school community.
- ✓ Together with the Headteacher, and outside agencies develop a coherent and effective strategy for inclusion.

## Main Duties

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

The Assistant Headteacher for SEND and Inclusion will provide strategic leadership, development and management of SEND and inclusion provision across the Primary Phase (EYFS – Year 6), ensuring that all learners are supported to make excellent progress. They will take a lead role in the monitoring and evaluation of primary standards in relation to SEND, inclusion and high-quality classroom practice, working collaboratively with staff to embed consistent, evidence-based approaches that meet diverse learning needs.

The post holder will lead, develop and support all staff involved in SEND and inclusion across the phase, fostering a culture of high expectations, early intervention and inclusive practice that enables every child to thrive academically, socially and emotionally.

## Developing Self and Others

- ✓ To support the development of collaborative approaches to learning, demonstrating a desire for self-improvement through CPD.
- ✓ To support the induction of staff new to the school and those being trained within the school as appropriate.



- ✓ To participate in the selection and appointment of teaching and support staff as appropriate.
- ✓ To take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- ✓ To work with the core team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- ✓ To lead the annual appraisal process for all identified support and teaching staff.

## Safeguarding children and Safer Recruitment

- ✓ Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies, in line with national requirements.
- ✓ Ensure that all policies and procedures are fully implemented and followed by all staff.
- ✓ Ensure that sufficient resources and time are allocated to enable the designated persons and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- ✓ Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## Securing Accountability

- ✓ Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance.
- ✓ Contribute to the reporting of the school's performance to the school's community and partners.
- ✓ Take responsibility for promoting health and safety and for safeguarding the welfare of children and staff within the school.
- ✓ Follow the school's Code of Conduct and the guidance in the Staff Handbook.

## Standards

In addition to upholding Teachers' Standards, <https://www.gov.uk/government/publications/teachers-standards>, to maintain the school's professional standards:

- ✓ Keep fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.
- ✓ Ensure the highest standards of professional conduct and confidentiality at all times and in particular when with other staff of the school.
- ✓ Ensure the development and maintenance of a team culture that enables all members of staff to be effective in their respective roles.
- ✓ To ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school leadership and other members of staff.



This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as the contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

*Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.*

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

*This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.*

# How to apply

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The closing date for applications is  
9am on 20<sup>th</sup> April 2026

Interviews will be held the week of  
TBC

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Applications must be completed on MyNewTerm by using this link and selecting the  
vacancy: [CLICK HERE](#)

For more information on the role and to arrange a visit to Glebe Farm School please  
contact Sonali Khanna here via [SKhanna@glebefarmschool.co.uk](mailto:SKhanna@glebefarmschool.co.uk)

For more details about Glebe Farm School, scan the QR code to visit our website:

