

SENDCO – 1 day a week (flexible)

Application Pack

Location:

- Little Sutton C of E Primary School. Berwick Road, Little Sutton, Ellesmere Port, CH66 4PP
- Clutton C of E Primary School, Broxton Road, Clutton, Cheshire CH3 9ER

Contents

1. Advert
2. Invitation from Mrs Zoe Carciero, Executive Principal
3. Job description
4. Person specification
5. The application process and timetable
6. Background of The Samara Trust

Advert for SENDCO

Employer: The Samara Trust

Pay scale: MPS/UPR

Location: Clutton Church of England Primary School and Little Sutton Church of England Primary School

Contract: Temporary – initially for one year

Working Pattern: 0.2 FTE

DBS Check: Enhanced

Closing Date: 12:00 Monday 6th June

Required for 1st September 2022

The Trustees are seeking to appoint an inspirational and highly motivated SENDCO. The successful candidate will work closely with the Senior Leadership Team and colleagues in both schools in promoting inclusive practice, in which the interests and needs of pupils with SEND are at the heart of all actions. The successful candidate will demonstrate clear leadership and vision and the ability to develop strong and positive relationships with colleagues and stakeholders. They will be an excellent communicator who can inspire, challenge and motivate. They will require drive, ambition and resilience.

This is an opportunity to make a real impact in The Samara Trust. If this sounds like the role for you and you are ready to take advantage of a new challenge, then we would be delighted to hear from you.

If you require further information regarding the post or wish to make an appointment to visit the schools, please contact Mrs Elle Wilson, admin assistant at Little Sutton Church of England Primary School.

admin@littlesutton.cheshire.sch.uk

The Samara Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

How to apply

Application is via the DfE Teacher Vacancies website

<https://teaching-vacancies.service.gov.uk>

Invitation from Mrs Zoe Carciero, Executive Vice Principal

The Samara Trust is seeking to appoint a motivated, knowledgeable SENDCO to work across both schools.

Little Sutton C of E Primary School is a one-form entry, primary school of 167 pupils and 15 staff serving a local community in Ellesmere Port. The school was judged as a 'good' school in February 2013 by Ofsted. Clutton C of E Primary School is a small, rural primary school based outside Chester with 52 pupils and 11 staff. The school has a strong tradition of excellence with an 'outstanding' judgement by Ofsted in 2008 and a SIAMS judgement of Outstanding in 2018.

The SENDCO will work over both schools. The post is for one day a week by negotiation with the post holder.

This person must have:

- Experience of working with children with SEND
- Knowledge of the SEND Code of Practice
- The ability to lead staff in developing their knowledge and expertise in working with SEND children
- The ability to support teachers to develop learning programmes for pupils with SEND
- Good communication skills and an ability to work within a team and enable liaison with a variety of external agencies
- A commitment to closing the gap in attainment for vulnerable pupils
- The ability to develop good relationships with children, staff, parents.
- Lots of energy and enthusiasm.

In return, we offer you the opportunity to work within our Trust alongside hardworking and skilled staff and a supportive leadership team. This is an opportunity to make a significant contribution to the life chances of fantastic children who are all keen to learn and for whom educational opportunity is crucial.

The application process and timetable

You are invited to complete an application form and covering letter for this post.

Full details of the interview programme will be provided to those shortlisted to attend for interview.

The Samara Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are required to complete and return the Equal Opportunities Monitoring form.

Completed application form, covering letter and Equal Opportunities form should be sent to admin@littlesutton.cheshire.sch.uk.

The Samara Trust

SENDCO Job Description

Job Purpose: Development of the schools' Special Educational Needs (SEND) provision and implementation of the SEND policy.

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Ensure that the school carries out its statutory responsibilities regarding all pupils with SEND.
- Support all staff in understanding the needs of SEND pupils.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting – EHCPs, or Provision Maps
 - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with all staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leadership and Management

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular information to the Executive Principal, Local Academy Committee and Trustees on the evaluation of SEND provision.

Effective deployment of staff and resources

- Advise the Executive Principal of priorities for deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policy
- Work with external agencies to maximise resources made available.

Other professional requirements

- Co-ordinate all Annual Reviews.
- Attend reviews for primary pupils with SEND to help facilitate continuity and progression through the development of a transition programme.
- Exercise a key role in assisting the Executive Principal and Local Academy Committee with the strategic development of SEND policy / provision.
- Undertake such reasonable activities that the Executive Principal and Trustees may from time to time require.

Safeguarding

The Samara Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Person specification: SENDCO

	Essential	Desirable
Qualifications & training	<p>The SENDCO must:</p> <ul style="list-style-type: none"> • have Qualified Teacher status • have evidence of continuous participation in in-service development and a commitment to further professional development 	<p>The SENDCO might also have:</p> <ul style="list-style-type: none"> • a qualification for the assessing and teaching of pupils with specific learning difficulties
Experience	<p>The SENDCO must:</p> <ul style="list-style-type: none"> • be a qualified teacher with at least three years' experience • have experience of teaching in a Primary School • have experience of working successfully and co-operating as a member of a team • have experience of leading training of other teachers • have experience of setting targets and monitoring, evaluating and recording progress 	<p>In addition, the SENDCO might have experience of:</p> <ul style="list-style-type: none"> • working within a Senior Management Team • experience of EYFS, KS1 and/or KS2 Assessment • dealing successfully with challenging and sensitive situations in a primary school setting
Professional Values	<p>The SENDCO will have the ability:</p> <ul style="list-style-type: none"> • to establish and maintain excellent professional relationships with pupils, parents and colleagues • to set high expectations of all pupils and be committed to raising educational achievement • to adopt a flexible approach to working, especially when working across two schools • to maintain confidentiality 	

<p>Knowledge and understanding</p>	<p>The SENDCO will have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEND • the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • the SEND Code of Conduct and its practical application strategies for meeting the SEND of pupils in a mixed ability classroom • behaviour management techniques for groups and individuals • planning and implementing an effective teaching programme including the monitoring, assessment, recording and reporting of pupils' progress • the positive links necessary within school, a child's home and external agencies • effective teaching and learning styles • how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident • how to use ICT effectively as an integral part of teaching and learning 	<p>In addition, the SENDCO might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> • using comparative information about attainment • using the Cheshire West Hub for EHCP applications and annual reviews • the role of external services that support the provision for SEND pupils within schools
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<p>Skills</p>	<p>The SENDCO will be able to:</p> <ul style="list-style-type: none"> • promote both the schools aims positively, and use effective strategies to enhance motivation and morale • establish and develop a sound professional relationship with a class and groups of pupils • demonstrate excellent teaching and learning skills and be able to create a positive, challenging and effective learning environment • organise and sustain systematic support from a variety of providers for a range of SEND • advise and motivate teaching staff with SEND initiatives • present clearly a wide range of specialised information to both educationalists and non-educationalists • make consistent judgements based on careful analysis of available evidence • develop excellent professional relationships within a team • establish and develop appropriate relationships with parents, governors and the community • present and communicate effectively to a variety of audiences • develop policy 	<p>In addition, the SENDCO might also be:</p> <ul style="list-style-type: none"> • confident in the use of information technology • good at influencing and negotiating with others
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Personal characteristics	The SENDCO should possess: <ul style="list-style-type: none"> • the ability to address challenging issues with clarity of purpose and diplomacy • Excellent inter-personal skills 	
	They should also be: <ul style="list-style-type: none"> • knowledgeable and highly competent • approachable and empathetic • creative and enthusiastic • organised and resourceful • intelligent and reflective • committed 	

The Samara Trust brings together a variety of different schools to work together, supporting each other to create improved outcomes for our pupils in ways that would be far more challenging if we tried to do them by ourselves. We have joined together to create a collaborative solution for ourselves, a solution which gives us and schools who join us a greater sense of their place in the world.

Our priority is to provide sustainable school to school support and take full advantage of the breadth and expertise that already exists in our member schools. With that in mind we have prepared a trust development plan which highlights opportunities to work together to improve our individual schools and the experiences of our children. More information is available on our Trust website. www.thesamaratrust.co.uk