

*Learning together, succeeding together, inspiring
excellence*



St Katherine's School

Post: SENDCo

Candidate Application Pack

May 2019

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY

May 2019

Dear Applicant

Appointment of SENDCo

We are looking to appoint a highly skilled and ambitious person, to provide first class support with proven leadership skills and vision to take on a vital strategic role. You will be responsible for the strategic leadership of the SEND department, including the planning, implementation and monitoring of the SEND provision at St Katherine's School. We recognise that all learners need to be supported effectively to thrive and the successful candidate will embrace our inclusive approach to education, championing and celebrating the success of all our learners with SEND.

St Katherine's is a medium sized 11-19 mixed comprehensive school. We are situated on the edge of Bristol in a beautiful rural environment and enjoy excellent transport links. Although we are a North Somerset Local Authority School, the vast majority of our young people live in the neighbouring authority of Bristol and make a positive choice to travel out of the city each day to enjoy the vast wealth of opportunities that St Katherine's has to offer.

We were delighted to join Cathedral Schools Trust (CST) in January 2019 and this partnership is already having a very positive impact on our school. We are actively involved in the North Somerset Teaching Alliance (NSTA) and are privileged to offer first class continuous professional development opportunities through our trust and NSTA links. Our staff place great value on their CPL and this remains a priority for the school each year as we focus on what makes the difference - the classroom. CST also has a well developed Teaching School Alliance with a full suite of NPQ qualifications on offer along with a significant SLE presence. The successful candidate may be asked to contribute to school improvement activities across the trust if appropriate.

Students, staff, parents/carers and governors are very proud of our school and its achievements. We were left disappointed in March 2018 with our Requires Improvement judgement from Ofsted and we have remained committed to delivering on our Quality Improvement. We continue to deliver a high quality education for all our young people, focusing on the whole child with equal value being placed on outcomes and character. We were delighted with our improvements in 2018, partly reflected in the outcomes achieved at both Key Stage 4 and Key Stage 5. We have been oversubscribed for the last two years and are confident we are rapidly becoming a very good school.

Further information is highlighted within the pack and is available on our school [website](#).

To apply for this role please go to: <https://www.tes.com/jobs/employer/-1001486>
Applicants should complete the online application form. Please ensure that your supporting statement meets the requirements of the person specification and outlines why you have chosen to apply to become our SENDCo at St Katherine's School, highlighting the skills, qualities and experience you would bring to the post and how these would impact positively

on our school. We encourage you to be succinct and to restrict your supporting statement to no more than two pages in length.

We look forward to receiving your application. Should you wish to visit the school prior to submitting your application, please contact my PA, Mrs Moller, for an appointment at mollerj@skdrive.org.

The closing date for receipt of completed applications is midnight **15 May 2019**.
Interviews will take place on 23 May 2019.

Yours sincerely



Justin Humphreys
Headteacher

St Katherine's School

SENDCo

£23,720 - £39,406pa plus TLR £6343 pa

Start date: 1 September 2019

We are seeking to appoint a SENDCo from 1st September 2019.

We are looking to appoint a highly skilled and ambitious person, to provide first class support with proven leadership skills and vision to take on a vital strategic role. You will be responsible for the strategic leadership of the SEND department, including the planning, implementation and monitoring of the SEND provision at St Katherine's School.

The successful candidate will have the ability to plan strategically, manage a dedicated team of learning support assistants, analyse data and demonstrate excellent interpersonal skills.

Please read on for further details about the role including the job description and person specification.

If you can demonstrate that you possess the necessary experience, knowledge and qualifications and aspire to our vision and values then we would like to hear from you.

Further information about the school, the post and how to apply can be found on our school [website](#). Should you wish to visit the school prior to submitting your application, please contact Mrs Moller, Headteacher's PA, for an appointment at mollerj@skdrive.org.

To apply for this role please go to: <https://www.tes.com/jobs/employer/-1001486>.

The closing date for receipt of completed applications is **midnight 15 May 2019**. Interviews will take place on the **23 May 2019**.

St Katherine's School is an equal opportunities employer in line with the 2010 Equalities Act. We are committed to safeguarding and promoting the welfare of children, young people and adults and the post is subject to an enhanced DBS check.

St Katherine's School Job Description

Job title: SENCO

Responsible to: Assistant Headteacher

Purpose of the role

To ensure that SEND students at St Katherine's flourish and achieve their absolute best

Responsibilities of the role

Strategic responsibility areas:

- Developing SEND provision
- Teaching and learning relating to SEND
- Leading and managing staff
- Deploying staff and resources effectively
- Maintain high expectations in all aspects of the role

Responsibility for the professional development of colleagues:

- Leading on national and local policies related to SEND
- Reviewing and monitoring school systems and resources
- Providing a SEND perspective across the whole school framework
- Initiating and developing approaches in the classroom
- Liaising with external agencies/professionals to plan staff training needs

Responsibility for the following duties:

- Overseeing the day-to-day operation of SEND policy and school provision maps
- Managing the team of SEND teachers and learning support assistants
- Following the individual progress of each pupil with SEND, using and providing data where appropriate
- Coordinating provision for pupils with special educational needs
- Managing the records of all pupils with special educational needs
- Liaising with parents/carers of pupils with special educational needs
- Completing EHCPs and funding applications
- Overseeing Access Arrangements for examinations
- Implementing safeguarding policy and good practice
- Coordinating home school links
- Monitoring attendance data and medical matters
- Liaising with other schools for the transfer of SEND students
- Coordinating intervention programmes

Teaching and Learning:

- Developing, monitoring and evaluation of teaching and learning within SEND
- Advising curriculum leaders on the most effective teaching methods for students of SEND and lead training for LSAs and subject leaders on SEND strategies
- Liaising with colleagues to deliver units of work in a collaborative way
- Leading interventions where appropriate

- Using data to monitor progress of all SEND students and to plan effective interventions to support these students to achieve their potential

Assessing and Reporting responsibilities:

- Coordinating assessments for extra time and examination dispensations
- Maintaining lesson evaluations and learning walks
- Providing assessment reports to monitor student progress
- Liaising with parent/carer and other support partners
- Conduct annual reviews and liaise with the Local Authority SEND team

Leadership and Management responsibilities:

- Supporting the Senior Leadership Team
- Understanding issues relating to the organisation, ordering and funding of resources
- Supporting policies on Ready To Learn, including implementing bespoke behaviour plans
- Conducting an annual departmental review
- Managing the budgets for the SEND curriculum area
- Implementing health and safety policy
- Performance managing teaching assistants and/or the Assistant SENCO(s)
- Participating in school events such as Open Evenings and Open Mornings
- Attending meetings as required
- Developing links with governors, the community and other partners

Communication with:

- All relevant parties including students, parents/carers, staff and other external agencies

Reporting responsibilities:

- Providing termly reports for the Governing Body meetings and additional reports as requested by the Headteacher or Governors
- Providing reports as requested by Social Services for case conferences and child protection issues

Other Duties and Responsibilities:

- Carrying out other duties that the Headteacher may reasonably request

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

SENDCo Person Specification

Criteria	Essential	Desirable	Evidence
Professional Qualifications and experience	<ul style="list-style-type: none"> • QTS • Degree • Commitment to further professional development • (eg NASENCO or other relevant CPD needed for the role) • Understanding of SEND funding and statutory requirements 	Further Degree or relevant qualification NASENCO	<ul style="list-style-type: none"> • AF • C
Strategic Direction and Development	<ul style="list-style-type: none"> • Successful experience of implementing and managing change. • Experience of school improvement and strategic planning. • A clear vision for the provision of students with special education or behaviour needs. • A meticulous approach to planning, implementing and reviewing 	Experience of strategic leadership	<ul style="list-style-type: none"> • AF • SP • R
Teaching and Learning	<ul style="list-style-type: none"> • Ability to lead on pedagogy across the whole academy • Maintain the highest expectations of all students • Effective understanding and use of a wide range of learning styles and recognition of individual learning needs • Effective understanding and use of praise and rewards • Effective understanding and use of monitoring and the use of target setting to inform teaching and learning and assess progress • Effective use of assessment for learning to enhance progress and encourage students taking responsibility for their own learning 	Experience of delivering CPD on SEND teaching and learning	<ul style="list-style-type: none"> • AF • SP • R

<p>Personal qualities</p>	<ul style="list-style-type: none"> ● A dynamic leader and a teamplayer ● Values based but outcomes driven ● A genuine care and respect of students and colleagues ● Integrity ● Sense of humour ● Ability to work well under pressure ● 'Can do attitude' willing to engage in the whole of the new Academy's life. 		<ul style="list-style-type: none"> ● AF ● SP ● R
<p>Safeguarding Children</p>	<ul style="list-style-type: none"> ● Ability to ensure and deliver effective safeguarding ● Commitment to safeguarding and promoting the welfare of children and young people 		<ul style="list-style-type: none"> ● AF ● SP ● R

Key to method of assessment: AF = Application Form SP = selection process C = Certificate R = References