



**SENDCO Application Pack**

Contents

[Letter from Catherine Paine, Chief Executive Officer 3](#_Toc118835624)

[Information About St. Mark’s C of E Primary School 4](#_Toc118835625)

[Our Cornerstones and Touchstones 5](#_Toc118835626)

[The role 7](#_Toc118835627)

[The application 8](#_Toc118835628)

[The application process and timetable 8](#_Toc118835629)

[Safeguarding, Safer Recruitment and Data Protection 8](#_Toc118835630)

[Job Description 10](#_Toc118835631)

[Person Specification 13](#_Toc118835632)

**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Information About St. Mark’s C of E Primary School



**Inspiring minds, achieving excellence, nurturing faith**

Welcome to St Mark’s C of E Primary Academy. I am delighted that you have decided to submit an application for this post.

We are a unique, caring, family orientated school, serving a wonderfully diverse community. Our vision is to inspire a thirst for knowledge, thinking and learning through our creative, curriculum and values-based ethos; our core purpose is to ensure that our pupils and staff achieve excellence through hard work, determination and a focus on maintaining high standards of attainment and conduct. Here at St Mark’s, we understand that each individual is uniquely created to ‘shine’ and grow into compassionate, resilient and responsible individuals, able to contribute positively to the school, the local community and make a difference in society.

At St Mark’s our mission is to provide the same standard of education and care for all our pupils as we would wish for our own children. As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build nurturing relationships based on honesty, respect and trust. In so doing, we welcome everyone from all faith backgrounds and none.

Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting, creative and inclusive curriculum which develops children’s knowledge, skills and identity across a broad range of subjects, encouraging all to excel.

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**SENDCO at St. Mark’s C of E Primary Academy**

Hours: Full time (three days SENDCO and two days classroom teaching)

Salary: MPS/UPS + SEN Allowance

Start Date: As soon as possible

Are you looking to forge a career within a pioneering and values-driven family of schools? Do you want to belong to a national professional learning community, with opportunities for growth, development and career progression? Are you driven to enable all children to succeed? If so, this role could be for you!

St Mark’s C of E Primary Academy is seeking to appoint a highly motivated, innovative and passionate SENDCO/Class Teacher to join our team.

St Mark’s C of E Primary Academy is a one form entry school for children aged 4 to 11 years old based in the London Borough of Croydon. We are a very friendly school where children are encouraged to become confident, caring and articulate and to use their abilities to the full. We aim to provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

Candidates are expected to manage the provision for pupils identified as having Special Educational Needs and Disability (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. You will also oversee and work with the school support staff team ensuring effective provision for all pupils with additional needs. You will also work with senior leaders as part of the Senior Leadership team at St Mark’s C of E Primary Academy

If you feel that you would like to be part of a school that is committed to excellence, we would like to hear from you. We would like to hear from anyone who feels they can motivate, inspire and challenge pupils to achieve their very best and want to be a memorable chapter of the children’s learning story.

# The application

You are invited to submit an application form to Taiwo Labinjo, Headteacher using [**office@stmarks-academy**](mailto:office@stmarks-academy)**.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Taiwo Labinjo, Headteacher on 020 8654 3570

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Monday 5th December 2022 |
| **Interviews:** | Friday 9th December |
| **Contract details:** | Permanent |
| **Start date:** | January 2023 or ASAP |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:** **SENDCO**

**Salary:** **MPS/UPS + SEN Allowance**

**Responsible to: Headteacher**

**Core Purpose**

To manage the provision for pupils identified as having Special Educational Needs and Disability (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. Oversee and work with the part time Inclusion Assistant ensuring effective provision for all pupils with additional needs. Work with senior leaders as part of the Senior Leadership team at St Mark’s C of E Primary Academy.

**Responsibilities**

* Co-ordinate provision for pupils with SEND.
* To manage the implementation of an inclusive curriculum.
* To lead the provision for SEND across the school through overseeing and managing the day to day operation of the school’s SEND policy.
* Line manage SEND support staff.
* To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely
* To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support
* Ensure that pupils’ needs are identified at an early stage, are being met and are monitored and reviewed
* Work to develop and implement intervention groups and support.
* To monitor the progress of students with SEND.
* To ensure the provision of SEND supports pupils needs, including the allocation of support time and the writing of EHCP, personalised provision plans, high needs funding applications and provision mapping.
* Ensure that Education Health Care Plans are met appropriately
* Ensure that Health Care plans are in place for children with medical needs and are reviewed regularly, in line with the Supporting Children with Medical Conditions Policy.
* Ensure that parents are full partners in the processes and support for pupils with SEN
* Be well-informed about SEN issues and matters at a local, county, national and international level
* To identify children who require High Needs Funding in order to make progress and to ensure funds are acquired for this purpose.
* To develop appropriate outcomes for children in receipt of High Needs funding and ensure appropriate resources are allocated.
* To evaluate the effectiveness of how High Needs Funding is being used to ensure accountability.
* Advise all staff on the graduated approach to providing support for pupils with SEND.
* Support, develop and challenge information and development necessary to sustain motivation and secure improvement in learning.
* To offer, advice and support teaching and support staff in providing a quality first teach approach.
* To develop, monitor and implement the schools behaviour policy
* Liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirements of EHCP’s and high needs funding are met fully.
* Liaise with the designated teacher where a looked after pupil has SEND.
* To liaise with and inform parents/carers about the specifics of the SEND provision for their child.
* Carry out termly SEND support plan meetings and Pupil Progress meetings.
* Ensuring that accurate and detailed records are kept of meetings and discussions with staff, pupils, parents and outside agencies.
* Ensure that staff are kept informed of pupil’s SEND and advise on areas to develop and support.
* To be a key point of contact for parents of pupils with SEND, external agencies, including the local authority and its support services
* To co-ordinate and lead SEND meetings, communicate information to staff and co-ordinate resulting action.
* Ensure pupil transition to primary school or the next stage of education is smooth and planned.
* Work with the Headteacher and the Governors to ensure that the school meets its responsibilities under the equality Act (2010) and the SEND code of practice (2014)
* Ensure the school keeps the records of all pupils with SEND up to date.
* Ensure SEND needs are met appropriately through the deployment of the school’s delegated budget and other resources to meet SEND pupils needs effectively.
* Take an active role in the leadership team taking part in meetings and other roles under the direction of the Headteacher or the Deputy Head in her absence.
* To maintain the SEN register.
* To act as consultant to the Headteacher, teaching staff and governors in matters to do with SEN
* To support TA professional development
* To monitor the effectiveness of TA provision in the school and report on impact to the SLT
* To contribute to the School Development Plan on SEN
* To take an active role in SENDCO Forum Meetings
* To maintain own professional development on development with SEN

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **MEASURED BY** |
| **QUALIFICATIONS AND SKILLS**   * Qualified Teacher status * Senco experience and qualification * Graduate * Clear communication/questioning skills – precise approach to written communication * ICT competent – Able to use IWB * Able to inspire children’s interest in learning * Use of CPOMS or equivalent * DSL Training | Essential  Essential  Essential  Essential  Essential  Essential |  | A  A  A  O I A  O  O  I  A |
| **SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE**   * Knowledge of strategies to support learning, progress and standards across the curriculum – evidence of impact on progress * Knowledge of how ICT can be used to support/ enrich learning * Effective classroom management skills – able to provide an effective environment for learning * Clear understanding of the role of assessment in the development of learning * Successful record of teaching within primary | Essential  Essential  Essential  Essential  Essential |  | A R O I  A    O  A O I  A O I R |
| **PERSONAL QUALITIES**   * Flexibility of approach * Well organized * Supportive – able to work as part of a team * Able to respond to and seek advice | Essential  Essential  Essential  Essential |  | R  O R I  R  R |
| **INTEREST AND MOTIVATION IN THE JOB**   * Enthusiasm for children’s learning | Essential |  | O I R A |
| **\*Key: A=Application, R=Reference, O=Observation, I=Interview** | | | |