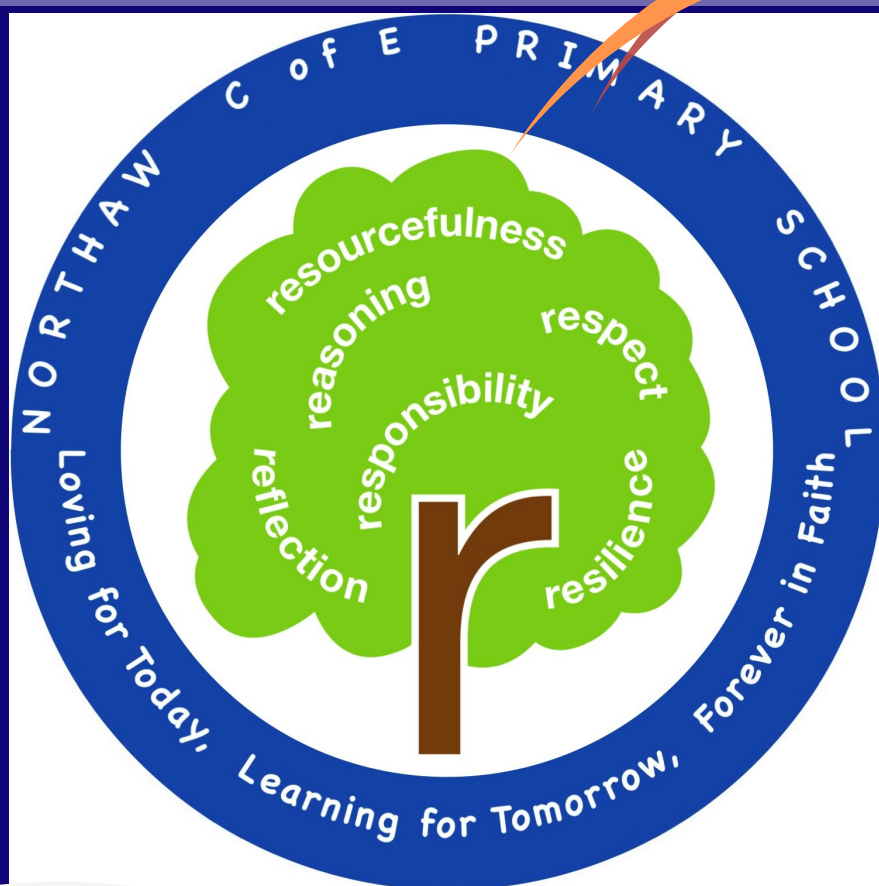


NORTHAW CHURCH OF ENGLAND PRIMARY SCHOOL RECRUITMENT PACK– SENCO



Loving for Today
Learning for Tomorrow
Forever in Faith

Northaw CE Primary School
Vineyards Road
Northaw
Potters Bar
Herts
Tel: 01707 652869
Email: admin@northaw.herts.sch.uk



SENCO (0.2)

This Recruitment pack includes the following documents:

Appointment Timetable

Job Description

Person Specification

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day

Learning for

Tomorrow

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Faith

Northaw Church of England Primary is a small, thriving school set in the heart of rural Hertfordshire.

Here at Northaw, we pride ourselves on maintaining the Christian aims and ethos of our school. We believe in the right of each pupil to an education which will allow them to flourish in all aspects of life. It is how we make that journey a happy and rewarding experience for each pupil that sets us apart. We have a strong commitment to the traditional values of courtesy and respect not only for our pupils, but also for their environment and the society in which they live. Our staff provide excellent role models by demonstrating care for the pupils and for each other.

As the SENCO, you will be responsible for maintaining the relationships with parents, teachers and external contacts to ensure the continued progress of pupils, reviewing paperwork, chairing EHCP meetings and managing and monitoring the interventions being delivered to ensure that the provision is of a consistently high standard.

The successful candidate will be:

- an outstanding teacher, with a range of experience working with children with complex needs;
- committed to developing their own specialist knowledge;
- passionate about promoting inclusion across the school to raise aspiration and achievement;
- flexible in their work ethic and willing to commit to be engaged in school life to the full; a team player;
- excellent at organising and communicating;
- a strong leader and committed to providing the highest standards of provision for SEND pupils;
- experienced in rigorous tracking and monitoring of children's progress and working within the SEND Code of Practice;
- an excellent communicator, with a strong commitment to working in partnership with parents, governors, the local authority, external agencies and the community.



JOB DESCRIPTION

Overall Responsibilities

- To professionally lead and manage SEND in accordance with the 2014 SEND Code of Practice: 0-25 Years
- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach across the school
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
- To contribute to the development of whole school policy wherever appropriate

Key Responsibilities

- Overseeing the day-to-day operation of the school's SEND policy
- Co-ordinating provision for children with SEND
- Liaising with the relevant Designated Teacher where a looked after pupil has SEND
- Advising on the graduated approach to providing SEN support
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Liaising with parents of pupils with SEND
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact with external agencies, especially the local authority and its support services
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- Working with the Head Teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensuring that the school keeps the records of all pupils with SEN up to date



JOB DESCRIPTION

Teaching and Learning

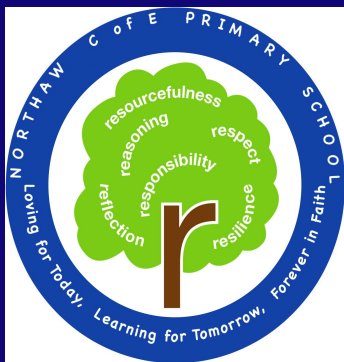
- To undertake the duties of a class teacher in line with the most recent Teachers Pay and Conditions Document.
- Identify and adopt the most effective teaching approaches for pupils with SEND
- Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND
- Identify and teach the basic skills that will develop pupils' ability to work independently
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Meet the needs of individual pupils, including SEND & Looked After Children (PEPs)
- Evaluate assessment data and discuss next steps with the Leadership Team

Recording and Assessment

- Set appropriately challenging targets for raising achievement among pupils with SEND
- Identify, assess and review SEND and collect and interpret SEND assessment data
- Enable early identification and intervention through liaison with Early Years colleagues
- Ensure interventions meet the needs of all pupils with SEND and coordinate provision for children with SEND
- To support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of under-achieving for example those with SEN, EAL and pupils in receipt of Pupil Premium.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers' Standards. It may be modified by the head teacher, to reflect or anticipate changes in the job, commensurate with the salary and job title.



For more information
about our school
please look at our
school website:

www.northawschool.org



PERSON SPECIFICATION

ALL ESSENTIAL UNLESS OTHERWISE STATED

Qualifications

- Qualified Teacher status.
- Hold the National Award for SEN Co-ordination and/or other specialist qualifications

Knowledge and Experience

- Successful experience of teaching across the primary age range (DESIRABLE)
- An understanding of current initiatives that relate to our provision for children with SEND.
- Committed to providing excellent provision for all pupils and achieving high standards of pupil progress
- Experience in leading in SEND, including identification of pupil needs, monitoring and evaluating pupil achievement
- Experience of managing a budget (DESIRABLE)
- Proven ability in leading school improvement projects and measuring progress

Professional Skills and Abilities

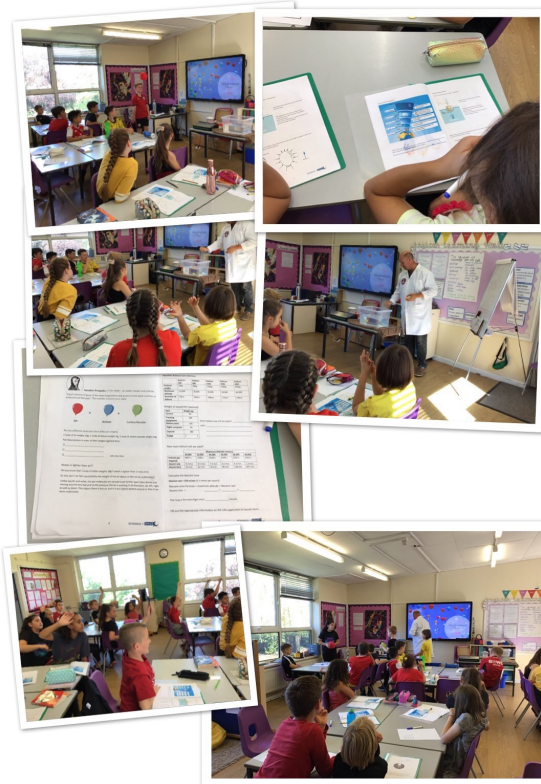
- Ability to implement strategies for raising achievement for pupils with SEND.
- Confidence, clarity and decisiveness in making and carrying out decisions
- Ability to work cooperatively and collaboratively as a leader and team member
- Excellent people skills; motivating, inspiring, and challenging adults
- Outstanding communicator; building trust and confidence with parents and staff
- Experience of coaching/mentoring/ supporting colleagues (DESIRABLE)
- Experience of leading and supporting CPD (DESIRABLE)

PERSON SPECIFICATION

ALL ESSENTIAL UNLESS OTHERWISE STATED

Professional Ethos and Commitment

- A commitment to the Christian values and ethos of our Church of England school
- A sound understanding of SEND Code of practice and its implications
- A strong commitment to meet the learning and emotional needs of every child
- A commitment to safeguarding and child protection
- High expectations for self and others and a strong commitment to raising achievements
- Awareness and willingness to be involved in partnerships that support school and agencies
- Willingness to become involved in all aspects of school life e.g. after school clubs / community (DESIRABLE)



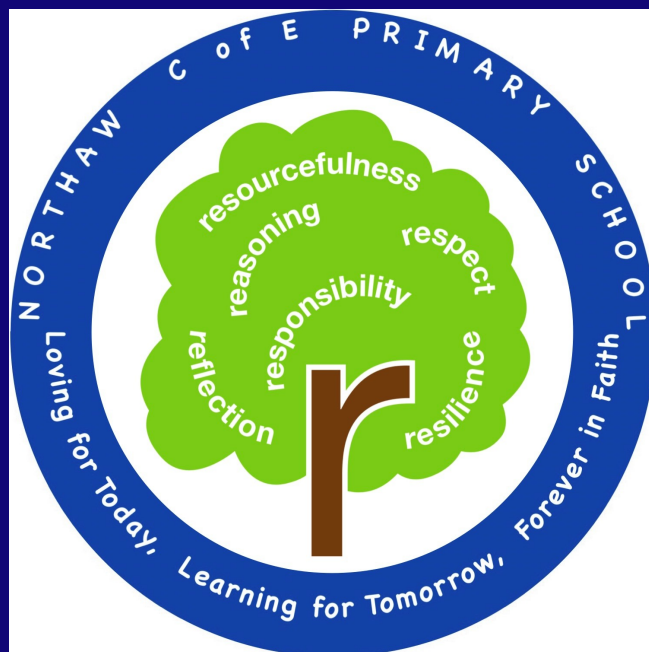
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Personal Qualities

- An innate ability to demonstrate a caring and nurturing attitude whilst maintaining professional boundaries
- Excellent interpersonal skills, resilience and tact
- Ability to set and work to deadlines
- Ability to remain positive in challenging situations and retain a sense of humour
- Be committed to own personal development, whole school development and the raising of standards
- An up to date knowledge of educational reforms and research
- A commitment to develop personal qualities and professional qualifications

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Advertisement:	w/c 13th July '20
Closing Date:	21st September '20
Short listing Meeting:	w/c 21st September '20
Lesson Observations	TBC
Interviews:	w/c 28th September '20
Appointment to Commence:	ASAP



APPLICATION METHOD

Apply via Teach in Herts (<https://www.teachinherts.com/>)

If you have not heard anything by 25th September '20 then please assume your application has not been successful.

SCHOOL VISITS

Interested applicants are encouraged to make an appointment to visit the school on either 9th September '20 at 11am or 15th September '20 at 2pm. Please telephone 01707 652869 to book your visit.

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