



SENDCo

Are you a committed, enthusiastic professional with the vision, skills and empathy to work with our SEND students? Do you relish the responsibility of supporting our students with their learning in a school with an excellent reputation for inclusion? If so then read on!



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INTRODUCTION

An exciting opportunity has arisen for the right candidate who needs to be an enthusiastic and inspirational SENDCO to lead on SEND and Inclusion at Abbeywood First School. This is an exciting time to join our growing SEND team and deliver a vision for outstanding provision which will ensure that all pupils with any additional needs make accelerated progress in their learning and achieve to the very best of their ability.

Working within a friendly and committed extended leadership team, there will also be the opportunity for other areas of responsibility matched to the skills and interests of the successful candidate. Applications from those who hold the SENDCO qualification are desirable.

If you would like to visit the school before submitting an application, please email ywigg@crst.org.uk to arrange an appointment. For details on how to apply, please visit the school website www.abbeywood.worcs.sch.uk

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance. Central Region Schools Trust will undertake online checks on all successful candidates.



HOW TO APPLY

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Further information on how to apply can be found on the school website www.abbeywood.worcs.sch.uk.

The closing date for completed applications is 09:00am on **Thursday 9th May 2024**. However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.

CV's will not be considered.



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JOB DESCRIPTION

Job title:	SENDCo
Salary:	MPS/ UPS
Reporting to:	Head of School
Location:	Abbeywood First School

KEY RESPONSIBILITIES:

- Lead by example in raising the attainment of children with SEND.
- Collect and interpret specialist assessment data to inform SEND practice.
- Work with the SLT and all staff to eliminate barriers to learning through:
 - Assessment of needs
 - Monitoring of progress and attainment
 - Target setting
- To update the SLT on the effectiveness and development of provision for pupils with SEND
- Small group teaching responsibility
- Keep parents and carers informed about their child's progress.
- Support the report writing process.
- Identify, implement, and monitor the impact of the most effective teaching and intervention approaches for children with SEND.
- Identify resources and equipment needed to support.
- Liaise with other schools to ensure continuity of support and learning on transfer.
- Ensure close liaison with staff, parents/carers, and external agencies.
- Ensure effective home/school links.
- Advise on individual programmes and curriculum adaptations.

LEADERSHIP AND MANAGEMENT OF SEND

- Promote your area, its importance, and the value it brings across the school, disseminating good practice.
- Understand how well SEND provision is being delivered and the impact on pupil progress and achievement.
- Use this understanding to feed into the School Improvement Plan and produce an action plan specific to your area.
- Consult pupils, parents/carers and staff about SEND provision and its effectiveness.
- Ensure the curriculum meets the need of different pupils.
- Liaise with SENDCOs across the Trust and wider networks on best practice, protocols, and provision.
- Be actively involved in local and national initiatives that benefit the children.
- Ensure that the support staff are valued and know their roles.
- Take an active role in the professional development of staff.
- Provide professional guidance to staff.
- Monitor and review changes to the school's SEND Policy and SEND Information Report



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CARE:

- Ensure all children feel valued in line with the school's vision and values.
 - Record information relating to the pastoral care of children in line with school policy.
 - Inform the Designated Safeguarding Lead (DSL) regarding any safeguarding concerns.
 - Take action to reduce risk and maintain a safe environment.
 - Be aware that staff are role models for behaviour and that staff conduct must reflect the school's expectations.
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PROFESSIONAL DEVELOPMENT:

- Take responsibility for your own continuing professional development.
 - Attend agreed training, staff meetings and INSET sessions.
 - Attend course relevant to the development needs of your area, disseminating where appropriate.
 - Fully engage in the school's performance management system
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OTHER ACTIVITIES:

- Undertake additional duties as reasonably specified by the Senior Leadership Team

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues treating others with the same level of professionalism, respect and politeness we would wish for ourselves. In addition, we are all in pursuit of the same core purpose, which is to maximise the development of every member of our school community. Your performance will be judged by your outcomes relating to work, attitudes and professional behaviours.

This job description may be amended at any time following discussion between the Principal or Head of School and member of staff and will be reviewed annually.

**This Job Description is accurate
as of April 2024**



PERSON SPECIFICATION

EDUCATION & TRAINING

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Qualified Teacher Status • National SENCo Award 	<ul style="list-style-type: none"> • Higher Degree • Further studies/qualifications within educational leadership • Diagnostic Assessor certification 	<ul style="list-style-type: none"> • Application form

EXPERIENCE

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Recent successful teaching experience in a relevant context (EYFS / First School / Primary) • Successful middle leadership/management experience • Recent and relevant SEND training • Successful leadership experience with a measurable positive impact in areas covered by the job description. • Experience of working effectively with outside agencies • Experience of working with a broad range of SEND pupils and ensuring they make good or better progress • Up to date knowledge of national and local policy, and the educational landscape • Willingness to be Team Teach trained 	<ul style="list-style-type: none"> • Experience of teaching in more than one setting • Recent, relevant professional development (particularly in SEND management) • Successful management experience • Experience of contributing to whole school self-evaluation • Experience of, or understanding of, strategic leadership/management including human, financial and material resource planning • Experience of leading CPD • Team Teach trained 	<ul style="list-style-type: none"> • Application Form • References • Interview • Task/Presentation

PERSON SPECIFICATION

PERSONAL ATTRIBUTES

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Outstanding communicator • Outstanding leader and team player • Strong empathy for working with ALL students • Outstanding interpersonal skills • Sense of humour, stamina and a capacity for hard work • Ability to be reflective and self-critical • Ability to work with minimum supervision 	<ul style="list-style-type: none"> • Lively personality • Outside-classroom interests 	<ul style="list-style-type: none"> • Application Form • References • Interview • Task/Presentation

PERSONAL CIRCUMSTANCES

Essential	Desirable	How identified
<p>Circumstances should not preclude reasonable attendance at evening meetings and weekend and other in-service commitments.</p> <p>Prepared to work long hours but with a well-established work-life balance.</p> <p>Outstanding attendance and punctuality.</p>		<ul style="list-style-type: none"> • Application Form • References • Interview • Task/Presentation

PERSON SPECIFICATION

SKILLS & KNOWLEDGE

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Strong commitment to SEND and inclusive practices. • Strong knowledge of effective SEND provision and Inclusion • Knowledge of recovery and intervention programmes suitable for the school's context • Excellent classroom practitioner • ICT literate • Demonstrate ability to work effectively in a wide range of partnerships to achieve school improvement • Excellent management, motivational and communication skills • Ability to understand and interpret data to support student level intervention and whole school improvement structures • Excellent organisational skills • Confident in understanding, analysing, and making effective use of a wide range of data, including Raise Online • Awareness of current national developments in education • Ability to think and work creatively and flexibly, with the ability to pay close attention to detail whilst under pressure of deadlines • Ability to communicate a clear vision and empower others • Confident in implementing quality assurance and providing constructive feedback 	<ul style="list-style-type: none"> • Knowledge of the CRST Trust • Knowledge of whole school self-evaluation • Knowledge of both primary and secondary curricular and assessment • Involvement in family learning programs. 	<ul style="list-style-type: none"> • Application Form • References • Interview • Task/Presentation

PERSON SPECIFICATION

DISPOSITION, ADJUSTMENT & ATTITUDES

Essential	Desirable	How identified
<ul style="list-style-type: none">• A commitment to the values of the Central Region Schools Trust• Calm, supportive and caring• Commitment to 'going the extra mile' for pupils• Readiness to accept change / Desire and ability to lead change• Ability to engage effectively with all stakeholders• Openness and willingness to learn• Commitment to parental/community involvement• Ability to relate to others at all levels• Ability to manage time and priorities successfully• A fundamental concern for the safety, security, and well-being of all the students in the school• Understand, uphold, and put into practice the requirement to safeguard and promote the welfare of children in day-to-day dealings with them.• Role model excellence in professional standards	<ul style="list-style-type: none">• Involvement in extra-curricular provision• Commitment to further study/professional development	<ul style="list-style-type: none">• Application Form• References• Interview• Task/Presentation



SENDSCO- April 2024



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