



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# SENDCo Assistant APPLICANT INFORMATION PACK



**Peareswood  
Primary School**

*Ignite the spark, reveal the champion*

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



## About our Trust

Woodland Academy Trust was formed in September 2011 and consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

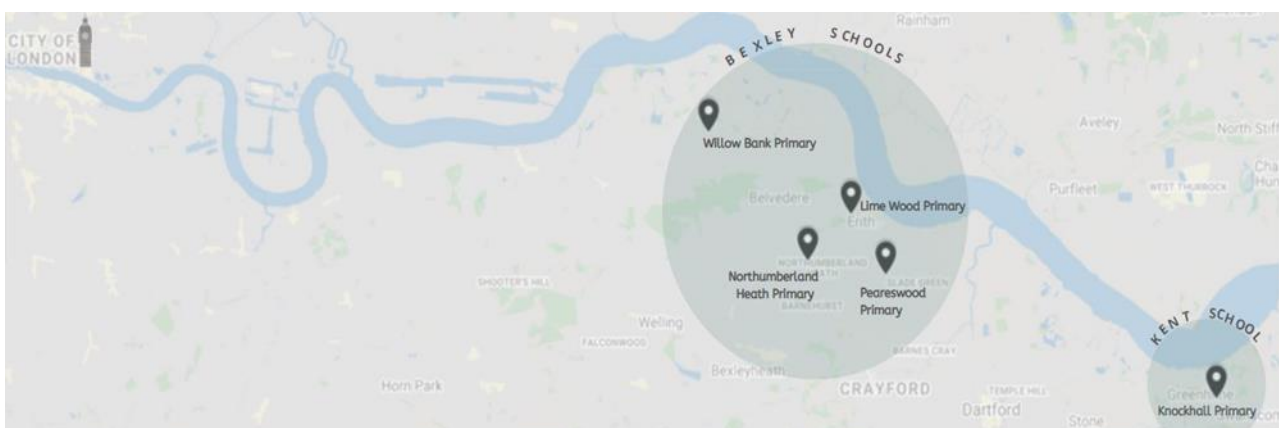


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



## Welcome from the Headteacher

Peareswood Primary School is a warm, nurturing and inclusive primary school in Erith. Our values support and reflect our 'school family' and ensure high aspirations for all learners, through both a challenging and supportive approach. Our core purpose is to equip our children with the skills to continue their learning journey and achieve their own personal goals and aspirations. Our bespoke curriculum provides children with enriched knowledge of their local area whilst developing their confidence, self-esteem and resilience through lessons and experiences outside of the classroom.

We value the importance a primary school plays in the life of a child and therefore strive to cultivate positive experiences and memories for both children and carers to cherish in future years.

Learning together we grow as one, ensuring each child achieves their potential and feels happy and safe in school, with differences celebrated.

Get in touch with us if you would like to come and visit our school.



Mrs Ferla, Headteacher at Peareswood Primary

## About Our School

At Peareswood Primary, we promote independence and challenge through a bespoke curriculum localised firstly within the community we serve and draws on the rich cultural heritage that is on our doorstep. We seek to provide all children with lifelong skills and experiences providing opportunities for children to achieve qualifications beyond the traditional curriculum.

Children are at the centre of all that we do with an ethos of developing and nurturing the whole child and revealing the champion within all children. Our school values underpin the great relationships that develop at school and support us in exploring the issues and dilemmas that we encounter in our everyday lives. Our values also support us in developing the calm, respectful and collaborative community that is evident across the school.

We value our relationship with the local community and work collaboratively with families,

parents and carers in order to provide the very best opportunities for all children.

**Our school vision is:**

Learning together we grow as one, ensuring each child achieves their potential and feels happy and safe in school, with differences celebrated.

To achieve our vision, each member of staff will be a children's champion, working alongside the community. We will support and nurture in order to ensure our values are embraced.

**Our values are:**

Pride Ambition Kindness Creativity Collaboration

**Click here** to watch our video to find out more about us.



Peareswood Primary School

  [www.peareswoodprimaryschool.co.uk](http://www.peareswoodprimaryschool.co.uk) 

Peareswood Primary School  
Peareswood Road,  
Erith,  
Kent,  
DA8 3PR  
 01322 332 379

## The Vacancy

**Job title:** PART TIME SENDCo Assistant  
**Status:** Fixed Term to cover Maternity Leave  
**Hours:** 24 hours per week  
**Working weeks per year:** 38 weeks per year / term time only  
**Grade:** SP17 – SP21 £31,144.00 – £33,199 FTE  
**Pro rata:** £17,324 - £18,467  
**Post Start Date:** September 2024  
**Post End Date:** When staff member on maternity leave returns  
**Closing Date for Applications:** 9 July 2024

We are seeking to appoint a committed and inclusive SENDCo Assistant at Peareswood Primary School. The role of SENDCo Assistant is to support and develop our ethos of a safe and happy place of learning and achievement for our children and to assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, working with external professionals, writing EHCPs and supporting high standards of learning and achievement for all pupils. As SENDCo Assistant within our school, you will be responsible for working with the school's Inclusion team to support our pupils to remove any barriers to their learning.

Duties will include:

- To assist the Deputy Headteacher for Inclusion and SENDCo in leading the provision for SEND within the schools.
- 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.
- To support the Deputy Headteacher for Inclusion in managing the implementation of an inclusive curriculum.
- Within the context of the Trust's aims and policies, to work with the Deputy Headteacher for Inclusion to develop and implement intervention groups and support .
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information, and development necessary to sustain motivation and secure improvement in learning.

The post holder will:

- Be compassionate and inclusive with the ability to work well with stakeholders from all backgrounds.
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively and that the requirements of statements of SEND are met fully Develop positive family support and involvement.
- To support the provision of SEND, including the allocation of support time and the writing of Pupil Profiles
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information, and development necessary to sustain motivation and secure improvement in learning.
- Develop effective, child-focused relationships that empower pupils to be ambitious and compassionate.
- Have knowledge of local school support agencies within Bexley.

Candidates should refer to the job description/person specification and explain within their expression of interest how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The successful candidate will work closely with the other members of the school team to provide the highest quality inclusive education throughout school. The role requires you to have ambition and drive for working with children and empowering all stakeholders to ignite the spark, reveal the champion.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

### **Applications**

Please apply by visiting our school website vacancies page at: [Peareswood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email at [jpercival@watschools.org.uk](mailto:jpercival@watschools.org.uk)

**Application Deadline:** 9 July 2024

**Interviews:** TBA

Visits to the school are welcomed and can be organised by contacting [\*\*pwpooffice@watschools.org.uk\*\*](mailto:pwpooffice@watschools.org.uk)

For more information about Peareswood Primary School please visit: [Peareswood Primary School website](#)

## **Diversity & Inclusion**

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

## **Our Offer**

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the

role. If you have any concerns or questions about this process, please contact us for more information.



## **Peareswood Primary**

Resilience   Teamwork   Respect   Pride   Curiosity



# Ignite the spark, reveal the champion



Peareswood Primary School

Peareswood Road,

Erith,

Kent,

DA8 3PR



01322 332 379



[pwpoffice@watschools.org.uk](mailto:pwpoffice@watschools.org.uk)



[www.peareswoodprimaryschool.co.uk](http://www.peareswoodprimaryschool.co.uk)



@peareswood



peareswood\_primary



Peareswood Primary School



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## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	SENDCo ssis
<b>RESPONSIBLE TO</b>	DHT Inclusion
<b>GRADE</b>	SCP 17 - SCP 21
<b>HOURS</b>	hours per week / weeks per year
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<p>To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, working with external professionals, writing EHCPs and supporting high standards of learning and achievement for all pupils.</p> <p>The postholder will be expected to be able to travel to all schools within the Trust.</p>

<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>To assist the Deputy Headteacher for Inclusion in leading the provision for SEND within the schools</li> <li>To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively, and safely</li> <li>To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support</li> <li>To support the Deputy Headteacher for Inclusion in managing the implementation of an inclusive curriculum</li> <li>Within the context of the Trust's aims and policies, to work with the Deputy Headteacher for Inclusion to develop and implement intervention groups and support</li> <li>To provide all those with involvement in Special Needs and Learning Support the support, challenge, information, and development necessary to sustain motivation and secure improvement in learning</li> <li>To support learning of students as allocated by the Deputy Headteacher for Inclusion</li> <li>To manage and maintain provision maps</li> <li>To support with the completion and submission of documentation to support applications for High Needs funding and EHCPs</li> <li>To support the provision of SEND, including the allocation of support time and the writing of Pupil Profiles</li> <li>To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively and that the requirements of statements of SEND are met fully</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies</li> <li>• Ensuring that staff are kept informed of pupil's SEND and advise on areas to develop and support</li> <li>• Working with the Deputy Head for Inclusion and other staff to ensure that Pupil Profiles are used to set subject specific targets and match work well to pupils' needs</li> <li>• Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils</li> <li>• To provide guidance and training to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils</li> <li>• To work with the Deputy Headteacher for Inclusion to promote an inclusive curriculum</li> <li>• To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the Deputy Headteacher for Inclusion</li> <li>• To monitor the progress of students with SEND and advise the Deputy Headteacher for Inclusion</li> <li>• To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action</li> <li>• To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the Deputy Headteacher for Inclusion</li> <li>• To support the process of access arrangements in liaison with the Examinations Manager</li> <li>• To deputise for the Deputy Headteacher for Inclusion in matters relating to SEND</li> </ul>
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school subject to consultation.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed within contracted working hours.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_



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*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSEs in Maths and English (or equivalent)</li> <li>Higher education qualifications relevant to the field of primary education or working with children with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>SENDCO award</li> <li>DSL Training</li> <li>CPD in all relevant areas</li> <li>Safer Recruitment Accreditation</li> <li>Educated to degree level or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children with additional educational needs.</li> <li>Experience of working with a wide range of technologies that support the development of the curriculum.</li> <li>Experience of working with multi-agencies to support children and their families</li> <li>Experience of working within inclusion and pastoral care</li> <li>Experience of working with families</li> <li>Experience of the Early Help, High needs application process</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Rosenshine's Principles and Teaching WalkThrus.</li> <li>Apple accreditation.</li> <li>Knowledge of how educational technology can be used to support SEND.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>An understanding of SEND and its application in school</li> <li>Ability to adapt communication in a way that all stakeholders can understand</li> <li>Knowledge of effective strategies to support those with SEND</li> <li>A good understanding of how children learn</li> <li>Ability to plan, organise and communicate successfully</li> <li>Evidence of creative and innovative approaches to working within the inclusion team</li> <li>Ability to use accurate assessment information effectively</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Children's Social Care</li> <li>Knowledge of provision mapping</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with pupils</li> <li>• To liaise with Teachers and TAs on SEND and ensure they have relevant information on the children they are working with</li> <li>• To meet with Parents (where applicable) and review progress on their child's targets for SEND</li> <li>• To help Class Teachers to set up Provision Mapping, monitor its implementation and review with staff three times per year</li> <li>• To feedback progress of SEND pupils to SLT To track and analyse progress and attainment of relevant pupils and use to inform provision</li> <li>• Thorough understanding of and commitment to equality of opportunity.</li> <li>• Knowledge of safeguarding and child protection issues.</li> <li>• Ability to delegate and negotiate when necessary and resolve conflict.</li> <li>• Effective behaviour management.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• A commitment to quality provision of a broad, balanced, differentiated and stimulating curriculum</li> <li>• A commitment to excellence in learning and teaching</li> <li>• A commitment to partnership with Parents and strategies to foster this</li> <li>• A commitment to building positive relationships with children and parents</li> <li>• A love of teaching</li> <li>• Courage and resilience</li> <li>• A commitment to the highest standards</li> <li>• A high level of self-motivation</li> <li>• Well organised and an effective planner</li> <li>• An ability to be innovative and inspire a love for learning</li> <li>• Empathy and compassion</li> </ul>	