

WESTCOUNTRY SCHOOLS TRUST

SIR JAMES SMITH'S SCHOOL



ASSISTANT SENDCO

Sir James Smith's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

LETTER FROM THE HEADTEACHER

December 2024

Dear Candidate

Re: Part time, Permanent Assistant SENDCo

Thank you for your enquiry regarding the post of Assistant SENDCo at Sir James Smith's School.

Sir James Smith's is one of the smaller comprehensive schools in Cornwall. It is situated in a rural community with approximately 70% of the students travelling daily by bus from an extensive catchment area. Being a small school, one of its strengths is the relationship between staff and students. Though a small secondary school, Sir James Smith's plays a significant role in the life of the trust and its students and, as such, the successful candidate will play a role in developing and shaping the lives of students both within the school and our wider trust community.

Westcountry School's Trust (WeST) is currently formed of 31 schools in south Devon, Plymouth and Cornwall. We have made considerable investment in our school improvement capacity and are excited about the further value we can bring and seeing the dividend of our work through even stronger outcomes.

We are seeking to attract an enthusiastic and committed individual who wants to make a difference and a positive contribution to the lives of young people.

The appointment process will be:-

- Closing date: Sunday 5th January 2025
- Interviews: Date to be advised

We will be reviewing applications on an ongoing basis. We reserve the right to withdraw this job advertisement when we have received sufficient applications.

Thank you for your interest and we very much look forward to receiving your application.

Yours faithfully

**MARC COOPER
HEADTEACHER**

SIR JAMES SMITH'S SCHOOL INFORMATION

Sir James Smith's School is an 11-16 school of 610 pupils serving the historic town of Camelford and the wider rural community. It is just the place for talented, ambitious individuals to further their career and make their mark.

Sir Jim's is an oversubscribed, inclusive 11—16 secondary, rated a strong Good by OFSTED in October 2022 and we are working hard to provide an outstanding learning experience for all our pupils against a background of challenge presented by austerity, mental health and wider societal pressures and the standards agenda. We are proud of our school and the work that the trust is doing but we recognise that we cannot afford to be complacent.

We can offer you:

- a talented and dedicated hardworking team of staff who know their pupils well;
- enthusiastic, friendly and engaged pupils who are keen to learn;
- a distinctive and inclusive ethos based on co-operative values;
- a well-cared for school and grounds set in pleasant rural surroundings;
- an extensive extra-curricular programme;
- an able senior leadership team;
- supportive parents/carers and strong community engagement;
- an established school with excellent partnerships working locally and beyond.

You will need to:

- provide a safe environment for pupils to thrive;
- understand the additional demands placed on schools by our coastal-rural context;
- have excellent communication skills, able to contribute to strong and effective teams, both within the school and across our developing community;
- able to motivate and inspire pupils and parents/carers;
- commit to working collaboratively with colleagues - in school and across the Trust - pupils and the local community;

Sir James Smith's School wish to appoint an enthusiastic and committed individual who wants to make a difference and a positive contribution to the lives of young people.



WESTCOUNTRY SCHOOLS TRUST

WeST is an outward-looking, multifaceted Trust that operates in partnership with the SW Regions Group, Teaching School hub Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a former cohort 1 Teaching School that has been effectively supporting children beyond our own boundaries for nearly a decade.

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning. Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

Our Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision

Every child in a great school



Mission

Empowering children to impact positively on society



Values

Collaboration
Aspiration
Integrity
Compassion



WHY WORK FOR THE TRUST?

WeST is a close-knit family of schools with a common mission of giving children the best start to life - with a vibrant staff community who care passionately about each other and what they do.

“Staff want to come and work in WeST schools, they want to work because of the investment in them as a professional. They also want to come and work at WeST schools because of the ethos and principles that underpin the way that we work.”

Employee Benefits:

- A highly competitive salary.
- An exciting career path with opportunities for further progression.
- Teachers' Pension Scheme.
- Cycle to Work and Tech Schemes.
- Employee Assistance Programme.
- Occupational Health Services.
- Corporate Flu and eye care voucher schemes.
- Staff discount schemes provided via Employee Benefits Choice and Discounts for Teachers.

Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention with our own ITT provision.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.

WeST School Improvement Priorities 2024-25



Curriculum Enactment



Attendance



Writing



Assessment



Disadvantaged Children

Six Key Levers



Leadership

Aspiration
Clarity of Responsibility
Coverage



Attendance

In school
Belonging
Engaged



Literacy

Reading Intervention
Programme
Phonics & Oracy



Nimble CPD

Shared Expectations
& Routines
Responsive to Need



Curriculum - Pedagogy

Coherent Intent
Implementation & Impact



Curriculum - Outcomes

EYFS to Post 16



KEY PRINCIPLES

WeST is a trust that consists of two major parts: people and culture. We believe for our schools to be great, we need great people and a great culture. We know that to be great and deliver the blend of education in which we believe, we need to be resolute and uncompromising in our approach.

When we make decisions, they are always based on the best evidence possible and focused on making sure the 'main thing is the main thing'.

At WeST, we are determined to recruit, develop and retain the best possible staff. We want our staff to hold a passion and enjoyment for what they do and the difference they make.

SECONDARY SCHOOL IMPROVEMENT MODEL

- T1 to T6: Executive 'Review and Support' visits.
- T1 to T6: EDOS 'Review and Support' subject visits.
- Trust-wide Common Assessment.
- Joint INSET Days • SCL visits and support.
- ECF – comprehensive delivery of programme.
- SEND and PP Review and Support.
- 3 Safeguarding reviews + ongoing support.
- 6 Behaviour and coaching visits + ongoing support for inclusion.
- 2 Team Around the School (TAS) meetings (inc. HR, IT, Estates).
- Regular WeST EWO Visits and Support.
- OFSTED Support, Guidance and Preparation.

WEST TRAINING INSTITUTE

The WeST Training Institute has been confirmed as a delivery partner for Ambition Institute for the Early Career Framework (ECF) and National Professional Qualifications (NPQs) from September 2023. The WeST Training Institute will be positioned at the heart of all training and professional development for our schools and those beyond the Trust. There is a strong expectation that the WeST Training Institute will deliver approved Ambitions Institute training programmes and courses for staff employed in other schools and trusts with Ambitions Fellows, appointed by WeST and approved by Ambition.

ASSISTANT SENDCO

School:	Sir James Smith's School, Camelford, CORNWALL 11-16 comprehensive 610 nor
Start date:	As soon as possible
Salary:	Grade H - £27,810 to £32,655 per annum pro rata
Contract:	Permanent
Hours:	35 hours per week, 39 weeks per year
Closing date:	Sunday 5 th January 2025
Interview date:	To be advised

Sir James Smith's School is looking to appoint a new colleague to work within the SEND Department as an Assistant SENDCo. The successful applicant will demonstrate a positive and adaptable approach to ensuring all students achieve excellent outcomes.

The SENDCo Assistant will work under the direction of the SENDCo helping direct the deployment of Teaching Assistants including HLTAs. This means the post has some supervisory elements. The primary purpose of the team is to work with students and their parents/carers to ensure individual students have the best possible educational experience.

The role requires a person who can establish excellent relationships with students, parents/carers and colleagues. The post holder will be expected to work in a range of situations and will require good administrative skills, a confident mastery of Microsoft Office applications, able to write high quality accurate reports, have some understanding of data and what it means, the ability to organise and run meetings and so on.

We are seeking to attract an enthusiastic and committed individual who wants to make a difference and a positive contribution to the lives of young people.

We will be reviewing applications on an ongoing basis. We reserve the right to withdraw this job advertisement when we have received sufficient applications.

How to Apply

Please either:-

Visit My New Term via the following link: <https://mynewterm.com/jobs/146408/EDV-2024-SJSS-03204>

Visit our website www.sirjamesmiths.cornwall.sch.uk and go to the vacancy page;

Email jobs@nclt.academy to request a job pack;

Call Michelle Kirk, Personnel Officer on 01840 213274;

Sir James Smith's School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet Safer Recruitment requirements, including a satisfactory enhanced DBS check and references.



JOB DESCRIPTION

Post Title:	Assistant SENDCo
Grade:	Grade H - £27,810 to £32,655 per annum pro rata
Hours:	35 hours per week, term time only + 5 additional days
Reporting to:	SENDCo
Liaising with:	Headteacher, Senior Leadership Team, Teaching staff, Teaching Assistants, School administrator, Office Manager, Parents, Carers.
Direct Supervisory Responsibility:	Teaching Assistants

Main purpose of the job

To be responsible for the overall administrative management of provision for children with Special Educational Needs. To take a pro-active role in the support of the educational, social and physical needs of pupils; To play a key role in the organisation, administration and electronic record keeping involved with assessment. To provide support with data analysis throughout the school.

To oversee the smooth running of the Hub provision. This will involve ensuring all students are marked present, logged in the system and provided with appropriate work.

Main duties and responsibilities:

1. To meet teachers and co-ordinators under direction of SENCO on a regular basis to review the provision for pupils with Individual Needs.
2. To maintain the SEN register with the advice of the SENCO on the information which the register is to contain regarding needs etc.
3. To support and/or carry out the assessment of individual pupils in order to inform planning & identify appropriate interventions.
4. Carry out Boxall Profile - an assessment and intervention tool which provides strategies and resources for students with social, emotional and behavioural difficulties.
5. To carry out Dyslexia Screening and liaise with the Dyslexia Champion on plans for pupils.
6. To oversee the monitoring of the Hub pass provision.
7. To work one to one with pupils with specific learning needs on individualised learning programmes. This includes the provision of an afterschool homework club for a small number of SEN students.
8. Using Assess, Plan Do Review to identify students for LEGO therapy, ELSA and Friendship Groups and timetable these interventions appropriately completing associated administrative tasks.
9. To establish supportive relationships with the pupils concerned and to encourage acceptance and inclusion of all pupils.
10. To support the SENDCO with writing and updating the Assess, Plan, Do, Review programme. To monitor and record progress in consultation with the class teacher, tutor and Year Director.
11. To support the assessment, monitoring and recording of children's progress, health, behaviour and general well-being. To feedback any information (including concerns) regarding the well-

being and educational needs of children to the teacher or Senior Leadership Team as appropriate.

12. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
13. To support liaison between Educational Professionals, parents and teachers regarding individual pupils and to support the preparation of paperwork and evidence to such Educational Professionals.
14. To liaise with parents of pupils with SEN as required.
15. To organise the collation and distribution of advice and assessment information from outside professionals to school staff ensuring students special educational needs are met.
16. To participate in Annual Reviews.
17. To maintain individual pupils' files with regard to Individual Needs.
18. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with the students who are sick as needed.
19. To attend staff meetings and school-based INSET as required and SENCO Network Meetings and feedback to School staff as appropriate.
20. To contribute to the in-service training of staff where a particular area of expertise is recognised.
21. To provide advice and support to teaching assistants within specific areas of special educational needs where the post holder has particular expertise.
22. To provide information to staff on pupil's needs and or recommended strategies to meet those needs.
23. To line manage a team of teaching assistants including deployment decisions, timetabling, cover arrangements and other aspects of operational management.
24. To provide daily supervision to HLTAs.
25. To provide support to the Senior Leadership Team on specific designated tasks under the role of Learning Support Manager.

General:

26. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, Health & Safety and Data Protection.
27. To be responsible for your own continuing self-development, undertaking training as appropriate.
28. To undertake other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

This should be read in conjunction with the job description. The Person Specification sets down the elements of the Assistant SENDCo role we deem important for this post.

Specification	Essential	Desirable	Assessed
Relevant Experience			
At least 3 years' experience of working with children.	✓		Application
Practical experience of word, excel, e-mail and other MS office applications.	✓		
Experience of working with children within a classroom environment or similar at different key stages or within different departments.		✓	
Education and Training			
Qualified to NVQ level 4 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience.	✓		Application, interview and references
Good levels of literacy and numeracy.	✓		
Diploma from the Institute of Administrative Management.		✓	
Certificate in School Business Management.		✓	
Level 4 Qualification in Education/SEN.		✓	
Special Knowledge and Skills			
Knowledge of a particular area of the curriculum or children's needs (ie: early years, SEN, EBD, literacy or numeracy).	✓		Interview and references
Organisational skills	✓		
Good communication skills	✓		

Knowledge of a range of issues relevant to education and child development.		✓	
Knowledge of school management.		✓	
Excellent ICT skills		✓	
Ability to undertake Dyslexia Testing		✓	
Any Additional Factors			
Able to prioritise between different demands.	✓		Application and interview
Able to work to deadlines	✓		
Self-motivated and able to work in a team	✓		
An interest in children and education	✓		
Patient and friendly approach	✓		



ADDITIONAL INFORMATION

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at:
<https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996.
- Original documents relating to all the qualifications you have listed on your application form must be supplied.
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview.
- References should cover the last 3-5 years' work history, as a minimum.
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified.
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986.
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust and the school will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.