



LABURNUM
PRIMARY SCHOOL

WHY WORK FOR LABURNUM PRIMARY SCHOOL

ABOUT US

Laburnum Primary Schools is a warm and welcoming primary school that prides itself on its close-knit, family-friendly environment. We foster a nurturing atmosphere where every child is valued and encouraged to reach their full potential.

With dedicated staff, and a strong focus on community, we create a supportive space for students to thrive both academically and personally.

Our vibrant school culture promotes curiosity, kindness, and lifelong learning, making Laburnum a wonderful place for children to grow and succeed.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear applicant,

This is an incredible opportunity to join our wonderful school, and to contribute to ensuring it is truly world-class: for outcomes, as a place of work, and as an example to the school system.

At Laburnum Primary, we challenge all learners to work hard and achieve as individuals across a broad and engaging curriculum, where learning is at the heart of all we do. Our children are nurtured to show respect for themselves, others and the wider community by developing positive relationships built on our school values.

We place great emphasis on modelling and recognising positive values and building strong relationships of mutual trust and respect between staff, pupils, and parents. We support our staff to do their best work with high quality professional development focused on the academic and social needs of our children.

We are seeking the right person to join our team and commit to providing the successful candidate with relevant professional development, a well-resourced school, and a fantastic staff team, who go the extra mile to support each other and our learners.

Furthermore, you will be joining us at an exciting time as we are a part of Advantage Schools - a school trust that stands for the very best in comprehensive education. Advantage Schools employs some of the best people working in education and has been involved in the development of lots of national initiatives and policies.

They have established the Bedford Primary Curriculum Hub, deliver the new National Professional Qualifications and the Early Career Framework, and offer significant bespoke training via the Advantage Schools Knowledge Exchange. The trust also runs a Behaviour Hub and an Attendance Hub. All of this will benefit our teachers, both in terms of professional development and long-term career opportunities.

If you are tempted by this post, please do get in touch, and visit us so you can experience how truly delightful our pupils are to teach. I welcome open and transparent conversations, and am happy to answer any questions you may have.

I very much hope to receive your application and look forward to reading it.

Very best wishes,

Ben Bardell

Head Teacher | Laburnum Primary School



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT LABURNUM PRIMARY SCHOOL

OUR APPROACH TO EDUCATION

At Laburnum Primary, our mission is to maximise the life chances of the young people in our care and our purpose is to educate our pupils, ensuring they are well prepared for their future. We conduct ourselves with integrity and candour, taking great pride in our school community and holding firm to the belief that everyone can achieve.

We will ensure the children in our school develop a solid foundation of knowledge and skills that they can build on throughout their education. We will place a strong emphasis on securing the fundamentals of literacy and numeracy, and will focus on developing an understanding of science, history, geography, music and the arts, all supported by a strong enrichment offer that is inclusive to all. We believe knowledge is fascinating, beautiful and worthy in its own right, and can be used to foster curiosity and creativity in our pupils. We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment.

We know our pupils are novices in much of their learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our school we will prioritise enacting well, and focus on through professional development.

Our staff will work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching.



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

RECRUITMENT BOOKLET



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Laburnum Primary School
Laburnum Road, Sandy, SG19 1HQ
Tel: 01767 680 691
Email: office@laburnumprimary.co.uk



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Laburnum Primary School is recruiting for an enthusiastic and passionate SENCo to join our committed and supportive team. We are seeking an experienced teacher and qualified SENCo who believes that every child is capable of succeeding, a SENCo who is able to inspire, engage and motivate children to thrive and achieve their full potential.

We are dedicated to providing an outstanding education to every child. Our lovely students, hardworking teachers, and supportive parents create a community that is committed to excellence in all areas of education.

Our vibrant school culture promotes curiosity, kindness, and lifelong learning, making Laburnum a wonderful place for children to grow and succeed.

Key Duties

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will be expected to fulfil the responsibilities of a teacher
- Identify resources needed to meet the needs of pupils with SEN and advise the head teacher of priorities.
- Develop and maintain contact with all specialist support services as appropriate

The successful candidate will

- Have Qualified Teacher Status
- Have SENCO NPQ or NASENCO Qualification - Or enrolled on SENCO NPQ or NASENCO course.
- Have experience of successfully teaching, adapting and planning for the SEN needs of a range of pupils.
- Be an inspirational leader with the skills to develop our SEN provision
- Have strong communication skills
- A strong commitment to safeguarding
- A 'can do' attitude

Job Specifics

Start date: Asap

Salary: AST 1-6 dependent on experience plus SEN Allowance of £2,679

Job Role: Part time, Permanent, 3 days a week, working days to be agreed

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Job Description

JOB TITLE **SENCO**

RESPONSIBLE TO Head of School

JOB PURPOSE

To lead the development of our fast-growing SEND team, with a sharp focus on preparation for Ofsted and improving the knowledge and skills of all teaching staff to ensure a consistency of excellent 'Quality First Teaching' and to provide leadership within the school of Inclusion and SEND provision as directed by the Head of school.

Main purpose

The SENCO, under the direction of the head of school, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school.
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENCO will be expected to fulfil the responsibilities of a teacher
- Identify resources needed to meet the needs of pupils with SEN and advise the head teacher of priorities.
- Develop and maintain contact with all specialist support services as appropriate

Duties and responsibilities

- Strategic development of SEN policy and provision
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Have an overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the Academy improvement plan (AIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN
- Providing high quality line management so that the SEN dept is well managed and deployed, all are successfully engaged in learning and all pupils reach high levels of progress in relation to their abilities
- Lead & manage the Academy Nurse



Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Set up systems for identifying, assessing and reviewing SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Set targets for raising achievement among pupils with SEN
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- Identify pupils with SEN who may be eligible for examination access arrangements, refer these pupils for appropriate assessment and inform the examinations officer of those arrangements which need to be made

Leadership and management

- Work with the Head of School, Director of Inclusion (TSLT) and trustees to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- To liaise with the link trustee for SEND; to provide trustees with regular information on practice and progress of learners with SEND.
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy & Survival guide
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Ensure all staff absence is monitored, and appropriate cover is implemented to support the students with an EHCP.
- Undertake responsibilities including duties before during and after school.



- Lead and manage Assistant SENCO, HLTA's & Learning Support Assistants (LSAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- As a member of the school, act as a role model of professional conduct and presence with colleagues, students, parents and the wider community
- Lead and manage the quality assurance of the SEN support, teaching and Pupil Profile Sheets.

Other areas of responsibility

- Demonstrating the required behaviours and ethos of Advantage Schools; ensuring that these behaviours show a willingness to work collaboratively, putting the welfare and progress of vulnerable learners at the heart of all actions.
- The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head of School & Director of Inclusion.

This statement is an addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.



Person Specification

Candidates will be assessed on the following:

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ▪ Qualified Teacher Status ▪ Degree or equivalent ▪ A commitment to completing the SENCO National Professional Qualification ▪ Willingness to train and take on the role of Deputy Designated Safeguarding Lead. 	<ul style="list-style-type: none"> ▪ The National Award of Special Needs Co-ordination ▪ Qualified and experienced as a Deputy DSL ▪ Evidence of continued professional development relevant to this post
Experience	<ul style="list-style-type: none"> ▪ Varied experience across the Primary School age range ▪ Experience of a range of additional needs in the mainstream classroom ▪ Experience of leading training and other staff development activities ▪ Experience of supporting colleagues to implement strategies in the classroom. ▪ Experience of leading and managing people ▪ A proven track record of teaching and support for SEND pupils 	<ul style="list-style-type: none"> ▪ Experience teaching in more than one key stage ▪ Experience of coaching or mentoring ▪ Experience of working with governors, parents and the wider community ▪ Experience of working with a range of colleagues and external professionals to support pupils with additional needs ▪ Experience of successfully applying for EHCP Needs Assessments
Knowledge and understanding	<ul style="list-style-type: none"> ▪ Knowledge of the curriculum for Foundation Stage, Key Stage 1 and 2 ▪ Understanding of how children learn and acquire new skills ▪ Knowledge and understanding of the SEN Code of Practice and local offer ▪ Knowledge of and commitment to inclusive practice ▪ Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times. 	<ul style="list-style-type: none"> ▪ Evidence of highly effective teaching or support of SEND pupils in more than one year group
Skills	<ul style="list-style-type: none"> ▪ Ability to motivate, lead and manage people to work both individually and in teams 	



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	<ul style="list-style-type: none">▪ Good communication skills, with a range of audiences both orally and in writing▪ Ability to prioritise, work under pressure and meet deadlines▪ Effective administration and organisational skills▪ Agreement to undertake safeguarding and GDPR training▪ Have a self-awareness of your own mental wellbeing	
Other attributes	<ul style="list-style-type: none">▪ Relate well to pupils, staff and parents and care about their individual needs▪ Able to adapt to changing circumstances and new ideas in a positive and creative manner▪ Ability to deal with sensitive issues in a professional manner▪ Has high standards of self and others▪ Energy and enthusiasm▪ Integrity and loyalty▪ Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.	<ul style="list-style-type: none">▪ Current First Aid Qualification