

**MOULTON SCHOOL**



**AND SCIENCE COLLEGE**

**SEN Department Manager KS4 & KS5**

Grade H Point 13-20 (£26,873 - £30,296 FTE)

37 hours per week 40 weeks per year

Actual salary £23,691 - £26,709

We are seeking to appoint, as soon as possible, a SEN Department Manager (KS4/5) to join our well-established support staff team.

This is a newly introduced role that supports the SEN Department in a busy and vibrant school. The school has 1200 main school students (Years 7 – 11) and approximately 165 teaching and support employees.

The successful candidate will organise and support the SEN provision for students at Key Stage 4 and 5 (under the direction of the SENDCo).

They will also take responsibility for the day-to-day management and upkeep of the SEN Inclusion room.

We are looking for someone who:

* Likes a varied workload
* Enjoys being part of a team
* Is able to communicate effectively with children
* Is able to work under pressure at busy times
* Can be flexible
* Highly organised
* Show discretion and empathy but at the same time be assertive
* Have a good eye for detail
* Enjoy people interaction
* IT competent
* Have good verbal and written communication skills

**Responsibilities include:**

* Management, supervision and academic support for the students that use the rooms & resources in the SEN department
* Management, review & quality assurance of Individual Healthcare Plans
* Management of external professional appointments such as physiotherapists, social workers, Educational Psychologists etc.
* Lead and attend parent and agency meetings when required
* Play a key role in preparing students for post 16 education and adulthood.
* Be a key worker for students with more complex SEN needs, including support for the family
* Provide communication to parents and carers of the pupils with SEN under the direction of the SENCO.
* Organisation of curriculum resources and lesson tasks for the students that use the SEN department and SEN students in internal exclusion.

This role will experience peaks and troughs in work as natural events or planned activities throughout the year emerge, and therefore flexibility and a calm presence is a must.

This role is key to our service provision, requiring flexibility and enthusiasm to help us deliver high levels of support for our stakeholders and visitors and ensuring our provision remains fit for purpose.

Please see the Job Description for a full list of Duties and Responsibilities.

You will be expected to ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, comply with policies and procedures relating to health and safety within the school and demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

**We welcome potential candidates to come and look around the school. If you are interested in this, please contact Vienna Waights, HR Manager, on:** [**vienna.waights@moultonschool.co.uk**](mailto:vienna.waights@moultonschool.co.uk)

At MSSC, we know that our staff are our most valuable resource. We want you to flourish in your professional life and that’s why we put lots of time and energy into our positive culture and approach to well-being.

**It’s not just a job, it’s a career – some of the benefits we offer you:**

* Enthusiastic and engaged students and a culture of high aspirations.
* Extensive CPD training which provides a range of tailored and bespoke CPD opportunities
* Competitive salaries and pay progression
* A supportive leadership team who are engaged in your professional development and success
* Employee Assistance Programme (Counselling, information and support)
* Generous Pension Scheme
* Flexible Working Contracts

Moulton School is a successful, popular and over-subscribed school on the northern boundary of Northampton. The school was graded Good in its last two Ofsted inspections, and there is a strong commitment to further improvement based on effective teaching and learning and high expectations of students. Whilst maintaining firm discipline, built around our ASPIRE ethos and school values, the school is deeply committed to supporting the development of whole child, and is one of very few schools to hold the Restorative Services Quality Mark. Our student leadership programme is also a significant strength of the school. As a member of staff at Moulton School, your on-going professional development is of crucial importance, and the school has an outstanding record of supporting colleagues into middle and senior leadership roles.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will be expected to undertake safeguarding checks, including a criminal record check via the Disclosure & Barring Service, the cost of which will be met by the school.

Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013 and 2020), which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V.

Please be aware that referees will be contacted prior to interview in accordance with accepted Child Protection Procedures.

***We reserve the right to withdraw the advert if sufficient applications are received before the closing date.***

**PERSONNEL SPECIFICATION**

**SEN Department Manager (KS4 & KS5)**

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|  | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Working in a role supporting young people. * Awareness of secondary education processes. * Evidence of relevant and recent professional development. | * Experience of managing the support of learners within an educational environment. * Evidence of planning learning and/or training activities. |
| Education and Training | * Maths and English qualifications to an appropriate level. * Evidence of commitment to professional development. |  |
| Knowledge and Skills | * Excellent interpersonal skills and commitment to flexibly working with a diverse group of staff and students. * Good understanding of KS4 English, Maths and Science and a commitment to continuous professional development of curriculum understanding. * Confident in managing and working alongside colleagues in a challenging and demanding environment. * Confident in building positive professional relationships with a wide range of school staff and students. * Good computer literacy and an aptitude for learning new systems and software. * Good computer literacy and an aptitude for learning new systems and software. * Excellent organisational skills and commitment to ensuring good organisation throughout the department. * Ability to set high standards and motivate students. * Ability to work co-operatively. with teaching staff. * Ability to use ICT. * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post. | * Experience of using school systems such as SIMs, Go4Schools and Provision Map. |
| Disposition | * Committed and enthusiastic. * Enjoys working in a team. * Aptitude for working flexibly and adapting to the demands of the role. * Experience of working positively with students who can be reluctant to engage in learning. * Shows initiative. * Co-operative and flexible. * Empathy with students of all abilities and dispositions. |  |

**November 24**