

SENDCo – (Multi schools)



WELCOME

Welcome to Our Lady Immaculate Catholic Academies Trust.

We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education, within a safe and happy environment.

You would be joining a Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services: Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the schools to focus on teaching and learning.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Tony Bishop, Strategic Executive Lead

JOB DESCRIPTION

OVERVIEW

Job Title:	SENDCo (Multi schools)
Closing Date:	12 noon, Wednesday 3 rd July 2024
Interview Date:	To be confirmed but expected week commencing 8 th July 2024
Start Date:	September 2024
Salary / Scale:	M4 – UPS3 plus SENDCo allowance (£5,009) (<i>pro rata where appropriate</i>)
Contract type:	Permanent, Full Time or part time (no less than 0.6 WTE)
Purpose of the Position:	To work across several of the Trust’s primary schools (<i>Northamptonshire & Bedfordshire</i>) in liaison with the Strategic Inclusion Coordinator and Trust Inclusion & Secondary Education Lead to implement SENDCo provision and support to the Heads and their staff. The role will be responsible for day-to-day operation of the SEND policy and coordination of specific support to pupils’ with SEN or a disability.
Key Responsibilities:	<p>Responsible for the delivery and coordination of professional support for pupils in our schools with special educational needs and disabilities. The role will be responsible for monitoring and reviewing the quality of SEND provision in schools, support staff to improve understanding of pupil needs with SEND and the importance of raising their achievement and, implement effective systems to identify needs of relevant pupils and monitor their progress.</p> <p>As this role requires a teaching qualification, the professional responsibilities and duties of a teacher are contained in the School Teachers’ Pay and Conditions Document and the DfE Teachers’ Standards.</p> <p>This job description may be amended at any time, following consultation between the employee and the Trust’s Inclusion & Secondary Lead and will be reviewed annually.</p>
Responsible to:	Trust Inclusion & Secondary Education Lead
Accountable to:	OLICAT Strategic Executive Lead



MAIN DUTIES

1. Context of the Role

The role will work across several primary schools within the Trust (*Northamptonshire and Bedfordshire*) providing professional SENDCo support to Headteachers and staff implementing SENDCo policy to raise achievement and improve pupil progress of those pupils with special educational needs and disability. The role will work in close collaboration with the Strategic Inclusion Coordinator and Trust Inclusion & Secondary Education Lead responsible for day-to-day operation within specific schools of their SEND provision and coordination of specific support to pupils with SEN or a disability.

2. Catholic Purpose of the Trust

- The role holder must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church.
- The role holder must undertake to develop the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and the Trust.

3. Key Duties

- Contribute to the strategic overview of provision with pupils with SEN or a disability across several primary schools, monitoring and reviewing the quality of provision
- Provide professional advice and guidance to colleagues on teaching pupils with SEN or a disability to improve understanding of the learning needs of pupils with SEND and the importance of raising their achievement.
- Ensure effective systems are in place to identify and meet the needs of relevant pupils and that they are co-ordinated, monitored, evaluated and reviewed.
- Monitor the progress of pupils by setting objectives and targets for pupils with SEND, assist in the evaluation of the effectiveness of teaching and learning, and use analysis and performance data to guide further improvement.
- Maintain accurate SEND registers and provision maps in the schools.
- Support schools in the identification of pupils with special educational needs or disability.
- Use assessment data to inform planning and teaching and use different strategies ensuring all students know which level they are currently working at and how to get to the next level
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Review the education, health and care plans (EHCP) with parents or carers and the pupil
- Communicate regularly with parents/carers and relevant external agencies
- Ensure all relevant information is communicated to any school where the pupils with SEND are being transferred to or from.
- Contribute to the schools' self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEND policy is implemented and its objectives are reflected in the schools' improvement plan (SIP)

- Work closely with early years providers, other schools, educational psychologists, health and social care professionals, Local Authority and other external agencies
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

4. Health, Safety, Safeguarding and Discipline

- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the schools' protection policies.
- Support and advise schools to maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety, equal opportunities and GDPR

5. Professional Development

- Maintain an up-to-date knowledge of national and local initiatives in relation to SEND, Behaviour and Pupil Premium provision and provide information to schools and Trust leaders.
- Maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs to be able to offer informed advice to schools and Trust leaders.
- Participate in the Trust's performance management (appraisal) process.
- Participate in further training and development to improve and update own professional practice.
- Participate in appropriate training provided by the Trust

6. Working with colleagues and other relevant professionals

- Work under the direction and liaise closely with the Trust Inclusion and Secondary Education Lead supporting the coordination and implementation of Trust approaches to inclusion.
- Liaise closely with the Strategic Inclusion Coordinator and all SENDCos across the Trust.
- Liaise closely with all Designated Safeguarding Leads in Trust schools.
- Liaise closely with the schools' Family Support teams.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations.
- Develop effective professional relationships with colleagues, school's Leadership Team, central Trust team and other schools within the Trust.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton

7. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- As a professional teacher uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside the Trust and its schools.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

7. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Director of School Improvement or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	√		App form
Master's degree (or equivalent)		√	App form
Degree	√		App form
SENDCo accreditation (NASENCo) or equivalent	√		App form
Recent participation in professional development	√		App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Substantial experience of effective SEND practice (minimum 3 years)	√		App form interview
Proven evidence of being a highly effective teacher	√		App form interview
Evidence of implementing SEND policy and strategies	√		App form interview
Knowledge of effective learning strategies	√		App form interview
Evidence of a clear understanding of safeguarding processes and principles	√		App form interview
Successful promotion of positive behaviour management strategies	√		App form interview
Successful experience of accelerating rates of pupil progress	√		App form interview
Experience of working with children from diverse backgrounds	√		App form interview
Experience of training/leading INSET days		√	App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Thorough knowledge of the whole primary curriculum	√		Interview
Knowledge of effective learning strategies	√		Interview
Good understanding of the different ways in which children learn and of a variety of teaching strategies	√		Interview
Ability to plan and evaluate interventions	√		Interview
Evidence of working with others to monitor the quality of teaching and learning over time	√		Interview
Data analysis skills and ability to use data to inform provision planning	√		Interview
Ability to build effective working relationships with pupils and colleagues	√		Interview
Knowledge of guidance and requirements regarding safeguarding children	√		Interview
Knowledge of effective behaviour management strategies	√		Interview
Excellent ICT skills particularly using ICT to support learning	√		Interview
Thorough understanding of the national curriculum	√		App form
A current driving license.	√		Interview

4. EQUALITY, INCLUSION & SAFEGUARDING

	Essential	Desirable	Evidence
Evidence of ability to integrate equality and safeguarding policies into service delivery	√		interview
Evidence of a strong commitment to inclusion with high expectations of all learners	√		Interview
Experience of implementing strategies for social inclusion		√	Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Strong interpersonal skills	√		interview
Commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the schools	√		interview

Committed to continued professional development of self and others	√		Interview
Demonstrate ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Ability to deal sensitively with people and resolve conflict	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the Trust can be viewed on the Trust website: www.olicatschool.org

To apply for the post please apply via the Trust's vacancy page which will invite you to apply via the Trust's recruitment applicant tracking system MyNewTerm. The closing date for this post is Wednesday 3rd July 2024 by 12 noon.

If you wish to speak to the Trust's Inclusion & Secondary Lead about this role and/or which schools it will support please contact Nathan Wells by email at NWells@olicatschools.org

Interviews are due to be held week commencing 8th July 2024.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org