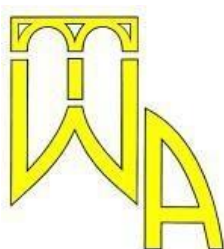




THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Special Educational Needs Co-ordinator
Recruitment Pack

Winchcombe Abbey CE Primary School



Information for SENCo position FTE 0.4 Maternity Leave cover

Pay scale – Main/UPS dependant on experience

Winchcombe Abbey CE Primary School is an Outstanding school (OFSTED March 2017), judged as being a Judgement 1 in our most recent SIAMS inspection 1 which states: 'Through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish. Our website will give you more information about our school and a flavour of what we are like. You can access it by logging on to: www.winchcombe-pri.gloucs.sch.uk

Vacancy:

1x maternity cover for 2 days 0.4FTE. The post will be for the duration of the maternity leave.

We have a strong reputation for our inclusive approach to learning and form lasting relationships with our families and wider community. We are proud of our ambitious curriculum, which has been designed to respond to the interests and needs of our children.

- Could you uphold our Christian Vision and values?
- Are you or do you have the drive to become an Outstanding Teacher?
- Do you have high expectations of the children in your care?
- Do you have the skills to work as part of a highly motivated teaching team?

We can offer:

- A happy and successful Christian school focused on outstanding achievements for all pupils
- Motivated pupils with outstanding standards of behaviour
- Excellent opportunities for CPD
- Excellent and innovative teaching approaches
- A supportive and challenging multi academy trust
- A highly motivated, successful and caring staff team.

If this sounds exciting, why not call and find out more about our school. Visits welcome by appointment – please contact the school office. To apply please complete an application form available from the vacancy section of our website and submit by email to the School Business Manager, Mrs Stephanie Morris. sbm@winchcombe-pri.gloucs.sch.uk (CVs will not be accepted).

The closing date for applications is Friday 2nd February 2024 at 9.00 am

Interview: w/c 19th February 2024

Start date: 8th April 2024

Winchcombe Abbey CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to do the same. Applicants will be subject to recruitment and selection procedures designed to ensure the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary checks at each stage of the recruitment process. Shortlisted candidates will be subject to an online search of publicly available information including social media prior to interview.

An enhanced DBS check is required for the successful candidate.

All candidates who wish to apply for a vacancy at our school should refer to The Diocese of Gloucester Academies Trust Safeguarding and Child Protection policy on our website.

Job Description

Job Title: Special Educational Needs Coordinator

Responsible to: Headteacher, SLT and Governors

Line Management: SLT

Main duties and responsibilities

To undertake your duties, as required by the Teachers' Standards.
To be committed to the ethos and success of the school.
To keep up to date with, and remain knowledgeable of, the requirements of the national curriculum.
To have regard for continuing professional development (CPD) and contribute to the school's process of self-evaluation and development.
To be familiar with the school's systems, structures, policies and procedures.
To work as part of a team to evaluate and develop pupils' learning needs.
To be committed to the school's target and monitoring system for pupil progress.
To be competent with the 0-25 Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly.
Have responsibility for determining the strategic development of SEND policy and provision in the school.
Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
Advise on the graduated approach to providing SEND support.
Support staff members to understand the needs of pupils with SEND.
Liaise with the parents of pupils with SEND.
Be the key point of contact with external agencies, particularly the LA and its support services.
Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
Ensure the school keeps an accurate record of all pupils with SEND and that this remains up to date including the use of CPOMs.
Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.
Keep up to date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.
Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
Contribute to leadership meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders e.g. The school Governors.
Review all My Plans/ My Plan + to ensure SMART targets and provision is in place

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
Teaching degree or equivalent	X	
QTS	X	
NASENCO Award	X	
Experience		
Experience of teaching in relevant primary age phase	X	
At least 12 months experience working as a school SENCO		X
Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.	X	
Experience of whole class teaching to offer an inclusive environment for all pupils (including SEND)	X	
Experience co-ordinating provision for children with SEND.	X	
Sound knowledge of the SEND Code of Practice and its application.	X	
Sound knowledge of the graduated approach to providing SEN support.	X	
Experience liaising with a range of people, agencies, and professionals including, the parents of pupils, the LA and other providers.		X
Demonstrate a sound understanding of SEND funding on offer.		X
Experience in making reasonable adjustments and access arrangements for pupils with SEND.		X
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	
Current driving licence and personal transport		X