



THE PARK COMMUNITY SCHOOL

Headteacher: Mr Gareth Roscoe



APPLICATION PACK FOR THE POST OF:

SENDCO (L 10—L 12)

Full time

For September 2018

The Park Community School, Park Lane, Barnstaple, N Devon EX32 9AX
www.parkcommunity.devon.sch.uk admin@theparkschool.org.uk

INTRODUCTION

INTRODUCTION

Park has a proud history and strong sense of tradition, the origins of the school dating back to 1910. We have an excellent reputation within our local community and beyond.



Our vision is for every student to achieve to the best of their potential. In working towards this we recognise the need for a highly skilled, suitably qualified and motivated staff.

We can only achieve our vision by working alongside colleagues to create the right climate and culture for teaching and learning.

As a school we are keen to develop and maintain links with a range of schools and educational establishments. These links will provide opportunities for learning, discussion, reflection and staff development to enable everyone to deliver the best education for our students.

The school is based in the market town of Barnstaple, which is a great place to live and work.

I hope that after reading all of the information in this booklet and online that you feel you would like to be a part of our team. Please feel free to contact the school if you would like any more information before submitting your application.

Mr Gareth Roscoe, Headteacher

FACILITIES

- Excellent capacity for school improvement
- Established support networks
- Rural location in heart of Devon
- Ample on-site car parking
- Good transport links
- Complementary mix of traditional and modern buildings
- Suited departmental areas
- Staff laptop scheme
- Multiple staff CPD opportunities



ABOUT OUR SCHOOL

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town, however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1330 students, mainly from the town of Barnstaple and outlying villages. However, in recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us. We are oversubscribed for the rising Year 7 in September 2018.

On joining the school each student is assigned to one of our 5 houses, Fortescue, Raleigh, Drake, Chichester or Kingsley. The house system is rooted in the DNA of the school with many parents and grandparents showing allegiances to a particular house. Siblings will also join the same house, meaning that the Head of House creates a strong relationship with students and families over time. Each house contains 2 tutor groups from each year group. Students recognise the strength of the house system and value this greatly. It creates a family environment within the school and leads to healthy competition in sports and other inter-house activities.

The curriculum is organised into departments with a traditional structure. The curriculum has recently undergone a review and changed in September 2017 to allow the school to respond to new performance measures, whilst maintaining and supporting non-Ebacc subjects such as the performing arts, sport and technology. In this ever focussed Ebacc era, we increased the amount of Performing Arts time for Key Stage 3 in 2016.

The student numbers for the school are very healthy, with a planned increase in numbers expected over the next five years. We are nearly full in the current year 7 and we are officially over subscribed for September 2018 which is a testament to the recent school improvements made by our dedicated staff. The school finances are in an equally healthy position with the governors and Headteacher keen to continue the recent development of the campus, providing greater facilities for staff and students alike.

The school is led by a recently appointed Headteacher (September 2015) and a senior team that lead on school operation and curriculum, pastoral support and development and teaching/learning.

Presently the school is a foundation school and a member of the Co-operative Trust. This allows the school to work in an open and honest way with other members of the Co-operative Trust. This involves support visits to other schools and networks sharing best practice. The school also belongs to NORDAB (North Devon Academic Board) an association that covers North Devon, again providing supportive mechanisms between partner schools for staff training, developing and sharing ideas. More recently the school has been developing links with the D.T.S.A (Dartmoor Teaching School Alliance) and the NDTSA (North Devon Teaching School Alliance) and governors are keen for the school to form strategic alliances with appropriate bodies to ensure rigour to our own curriculum and quality assurance systems. We are currently investigating Academy Status and linking with other local schools to form a Trust.

The school is in a strong position to move forward and embrace the latest challenges of the current education landscape.

SCHOOL LOCATION



Barnstaple is a busy town that has a developing industrial base and is the commercial and administrative centre of North Devon. It has been successful in the Britain in Bloom Competition and in recent years has won the Regional, European and International trophies. With the North Devon Link Road, connecting the area with the national motorway system, Barnstaple and its surrounds are planned to grow further in the future.

The North Devon countryside is outstandingly beautiful. The coast varies from wild cliffs to the magnificent surfing beaches of Saunton, Croyde, Woolacombe and Westward Ho! Exmoor National Park lies just to the north and Dartmoor to the south. These natural features form the basis of the tourist industry in the area.

The school is very pleasantly situated, overlooking the River Taw, its estuary and the town of Barnstaple, with its beautiful views of the surrounding Devon countryside.

The buildings are overall of high quality, linked together and surrounded by twenty-seven acres of playing fields and parkland.

Our substantial building programme has provided a full range of well-equipped modern learning environments.

A Community Sports Hall is managed by the school. A floodlit artificial turf pitch on the school site benefits both the school and the community. Further sporting facilities have been developed, including a new floodlit regional netball centre of six courts.



Nearby at Saunton Sands

KEY INFORMATION

ASSISTANT HEADTEACHER SENDCo L10 –L12

We seek to appoint a SENDCo committed to inclusion and dedicated to improving the outcomes for all students, especially those with SEND. The SENDCo will co-ordinate and collaboratively work with all school stakeholders to ensure that students with SEND achieve their full potential.

Currently the school has approximately 17% of students with SEND and less than 1% of the school population is classed as Children in Care (CiC)

We are looking for a suitably qualified and experienced colleague who has the passion, drive, vision and ambition to inspire staff and students alike; an expert practitioner and someone who can ensure that Park school continues to have effective relationships with parents/carers and partner agencies.

The successful candidate will be a member of the Senior Leadership Team, taking the strategic lead in all matters SEND including evaluating the effectiveness of teaching, learning and progress.

You will line manage and lead a team of dedicated colleagues including an assistant SENDCo, HLTAs and TAs with support from a SEND administrator. The SENDCo will need a creative and proactive approach and ensure that students are supported and advised at key transition points, ensuring appropriate progression and progress for all.

You will need to be a team leader, a team player and have the ability to analyse data and information from a variety of sources, using this, your own knowledge and best practice research to promote quality teaching, learning and support.

Accommodation

We have a Study And Support Centre (SASC) which acts as the hub for SEND based staff but the majority of work in support takes places across our campus.

Staff Development

As a school we have continued to improve our opportunities for CPD which aims to support developments and drive whole school improvement. We have a strong and enthusiastic leadership team which supports our departments to make positive changes to teaching, learning and leadership to ensure our learners get the best possible education. We offer personal development opportunities such as the OLEVI leadership course and in house coaching, additionally, the staff working in SEND have access to their own bespoke training, often led in house by the SENDCo.

JOB DESCRIPTION

Assistant Headteacher SENDCo

Key tasks

- Strategic responsibility for SEND provision across the school.
- The SENDCo is responsible for the review, design and implementation of the SEND policy across the whole school.
- Take responsibility for the day to day operation of provision made for SEND students.
- To ensure compliance with the latest SEND Code of Practice.
- To provide strong and effective leadership of SEND practice within the school to secure high quality teaching, learning, progress and enrichment for our students.
- To manage the CiC process, co-ordinating Personal Education Plans, liaising with Virtual Schools , LA's and other agencies to ensure appropriate support, provision and strong outcomes.

Leadership.

- To contribute to the development of whole school policies as appropriate.
- To provide reports for the Governing Body as statutorily required.
- To co-ordinate provision for individual students with additional needs and to oversee day to day provision
- To liaise with appropriate agencies particularly the LA and support services and potential next providers to ensure transitions are smooth for young people.
- To be responsible for producing an annual evidence based SEN report reporting on the effectiveness of SEN provision within the school, reviewed in line with the School's Improvement Plan.
- To ensure all safeguarding policies and procedures are adhered to.
- To oversee records on all students with additional needs and ensure they are kept up to date.
- To support the school's ethos, playing a full part in the life of the school, and to be a positive role model.
- To actively monitor and respond to inclusion initiatives at national, regional and local levels.
- Liaise with all external agencies in provision of appropriate support for students with SEND.
- To support existing networks, liaising with other schools/academies locally and to collaborate with other schools/academies as appropriate.
- To provide support, advice and guidance to parents and carers.
- Work with the Headteacher and Governing Body to ensure the school meets its responsibilities under the 2010 Equality Act with regard to reasonable adjustments and access arrangements.
- Be a proactive member of the leadership team, contributing to other leadership tasks and roles as required.
- Enhance the schools culture of high expectations, standards and attainment for students with SEND.
- Deliver and provide ongoing CPD opportunities with regard to SEND and Teaching & Learning across the school.

Line manager — Mr C Tamlyn, Deputy Headteacher

JOB DESCRIPTION

Operational

- To develop and manage a graduated SEND system within the school to ensure students' needs are met.
- To set up systems for identifying, assessing and reviewing SEND need, provision and impact.
- To liaise with Primary feeder schools and participate fully in transition activities e.g. Taster days, Year 5/6 visits, etc.
- To organise and monitor Annual Reviews and the writing of EHCP and other educational plans, as appropriate in relation to Devon's Assessment Model.
- To be accountable for student reviews, where this is a requirement, appropriate educational plans and co-ordination of meetings for those with an identified need.
- To identify individual students to receive Access arrangements for public examinations, arrange for their assessment and liaise with the Exams Officer.
- To ensure that the school pupil profile database and SIMS records are accurate to support the PLASC return.
- To provide information, support and guidance for students with SEND when transferring from The Park Community School to another educational provider.
- To establish positive and professional relationships with outside agencies to secure quality support and services to the students of The Park Community School.
- To work with colleagues to help celebrate the achievements of SEND students.

People Management

- To be responsible for the efficient and effective management and deployment of SEND personnel including specialist and teaching staff and TAs across the curriculum.
- To undertake staff appraisals as required.
- To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for students with additional needs.
- To identify and lead, where appropriate, training and development needs with reference to SEND within the school; and identify needs of specialist staff and support their development.
- To participate in the recruitment of SEND personnel and ensure effective induction of new SEND staff in line with school procedures.
- To participate in the school programme for induction of new staff and those in training.
- To collaborate with Heads of Department (Teaching & Learning Leaders), Heads of House and pastoral staff to ensure that all students have equal access to learning and extra curricular activities.
- To promote and maintain good communication with individuals and groups.

Teaching and Learning

- To develop, with the support of the Headteacher and other colleagues, effective ways of overcoming barriers to learning.
- To research, advise and train staff in the most effective teaching approaches for cohorts of students with differing SEND needs.
- To ensure an effective learning environment and support other staff in the implementation of positive behaviour management.
- To proactively liaise with other relevant institutions in planning referrals and reintegration programmes.
- To contribute to the in-service training of staff.

JOB DESCRIPTION

Accommodation and Resources

- To manage the SEND delegated budget efficiently and effectively, ensuring value for money.
- Ensure appropriate Health and Safety practices, including risk assessments, are in line with school policy.

Knowledge and Skills

- To keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives and disseminate appropriately.
- To keep up to date with developments in the use of assessment regimes and comparative data.
- To collect and interpret specialist assessment data providing updates and reports to the leadership team.

Quality Assurance

- To establish and reinforce common standards of good practice.
- To monitor and evaluate performances against school, local and national performance indicators.
- To monitor the quality of teaching and learning in line with the requirements of self-evaluation and the School Development Plan.

Meetings

- To meet regularly, as required, with line manager.
- To chair and facilitate SEND meetings, including leading the school CARE meeting when appropriate.
- To attend relevant school meetings.
- To attend (and co-ordinate where required) relevant pastoral and multi-agency meetings.
- To attend SLT meetings and governors meetings when required

Other Responsibilities

- To be an active and full member of the school leadership team.
- To ensure H&S procedures are followed, completing necessary Risk Assessments.
- To manage the resources available to the department.
- To oversee the wide range of extra curricular activities that enhance the life of the department.
- To evaluate and plan for departmental development, making efficient use of human and physical resources.
- To contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the School's Designated Safeguarding Lead.
- To play an active role in your own CPD and share development ideas with others.
- To uphold the teacher standards and make a positive contribution to the life of the school.
- To fulfil any other reasonably directed duties by the Headteacher.

PERSON SPECIFICATION

Application (A) Interview (I) References (R)

Attributes	Essential	Desirable	Measured by
Qualifications	Graduate, QTS or similar. Recognised SENDCo award.	Further professional qualifications. Evidence of a commitment to own CPD. Level 3 CP trained.	A, I.
Experience	Excellent classroom teacher with high expectations and aspirations for self and others. Effective system leader. Track record of raising standards and supporting students, particularly those with SEND. Clear commitment to continuous school improvement. High level of data literacy. Leading staff development sessions with positive outcomes.	Working within more than one education organisation. Impact of your work in leadership on outcomes and progress.	A, I, R
Knowledge, skills and understanding.	Strong visionary leader, clear commitment to school improvement. Passion for teaching & learning and a lifelong learner. High expectations of student progress and progression. Supporting students with SEND through external examinations. Up to date knowledge of the Code of Practice.	A commitment to further professional development. Leading and management of staff.	A, I, R
Leading staff and others	Ability to enthuse, lead, manage and deploy support staff. Ability to enthuse students of all abilities. Ensure effective staff development. Leadership of meetings with external agencies/partners.	Good communicator, leading assemblies, staff and/or parental meetings. Create opportunities to advertise and promote the department in school and to the wider community.	A, I, R
Other Requirements	Good working relationships with other members of staff. High expectations of students. Commitment to safeguarding and welfare of all students and staff. Understanding and commitment to confidentiality of student information and sharing protocols	Career ambition Leadership of extra curricular activities.	A, I, R
Personal Characteristics	Effective communicator Problem solver	Resilience and robust approach to managing self. Reflective leader.	

Either download our application form from our website www.parkcommunity.devon.sch.uk or contact Mrs Tracy Isaac on 01271 373131 or

tisaac@theparkschool.org.uk

- Please complete the application form in full (we are unable to accept a CV without the fully completed application form). Applications can be either by post, email or in person:

Postal applications:

**Please address to
Mrs Tracy Isaac (HR Manager)**

CLOSING DATE FOR APPLICATIONS:

Thursday 19th April 2018, 3:10pm





THE PARK
COMMUNITY SCHOOL

Tel: 01271 373131

Email: tisaac@theparkschool.org.uk

www.parkcommunity.devon.sch.uk

