



# **Appointment to the post of SENDCO**

## **Information for Applicants**

**2018**





Libertas per Cultum, Freedom through Education

## Welcome

Dear Applicant,

Thank you for taking the time to find out more about Phoenix Academy. This pack is intended to give you information about the role of SENDCO, together with details of the Academy's vision and ethos and our aspirations.

A new position has emerged for a dynamic individual who thrives on the pace and excitement of London schools. You will share our passion for research and keep up to date with national and international debate. As a leader you will share responsibility for driving up outcomes and committing to the Phoenix Way.

You will share our firm belief that almost all students should be able to learn almost all material in an academic school curriculum and you will want to join a school that invests in its staff. We see the study of academic disciplines as a birth right for all children and we want a SENDCO who will help us achieve our mission. We also believe in the importance of teacher expertise and have a determination to enable all our staff to engage with research and debate.

Future Academies, an ambitious family of five academies and teacher training centre; (SCITT) is one of the country's leading academy trusts. It was established with the intention of improving the life chances of children through an education that is built on the importance of domain-specific knowledge, teachers who are experts in their subject, and an unwavering focus on raising aspirations for all. At Phoenix we believe in the centrality of the curriculum to the school experience and are unapologetic about our focus on academic rigour. Our family of academies has built a reputation of achieving the highest standards for all our pupils. We are an inclusive community where all children are welcomed and challenged to be the very best they can be.

This role represents a unique opportunity to join an Academy at the beginning of its improvement journey and help grow Phoenix into a beacon for state education. We know that the quality of an Academy cannot outstrip the quality of its teachers and so we place a primacy on teacher growth and development. Working for Phoenix you will receive high levels of support and coaching and be allowed to develop into a highly reflective and effective teacher and leader.

If you are obsessed about the importance of high-quality SEND provision and believe that all children have a right to develop more powerful ways of explaining the world around them then this is the job for you. We place a primacy on staff welfare and believe we have developed an approach that eradicates needless bureaucracy from the system and enable

teachers to focus on their core job. We have excellent facilities on our 9-acre site and all staff get free use of our leisure centre as well as free breakfast and free lunch everyday.

To apply, please download the application form, or visit our website and return the completed form to [recruitment@phoenixacademy.org.uk](mailto:recruitment@phoenixacademy.org.uk) or contact Gemma Hanmore on 020 8749 1141 for further information or to arrange a visit and informal conversation. Please do visit our website [www.phoenixacademy.org.uk](http://www.phoenixacademy.org.uk) for more information about the Academy, and the Trust's site [www.futureacademies.org](http://www.futureacademies.org) to find out more about our ambitious educational family.

I look forward to receiving your application and welcoming you to our Academy.

Yours sincerely,



Oli Knight  
**Executive Headteacher**

## SENDCo – Job description

**Job Title:** SENDCo

**Reports to:** Deputy Headteacher

**Responsible for:** Delivering the highest quality learning experiences to SEND students.

**Start date:** September 2018

**Salary:** Inner London MPS/UPS + TLR 1A

**Disclosure level:** Enhanced

**Roles included:** SENDCo

### Job purpose

To support pupils with Special Educational Needs to excel. The successful candidate will be an inspirational teacher with experience of supporting pupils with Special Educational Needs and a deep understanding of a range of needs. They will share the school's vision and the belief that all pupils can achieve at high levels and will have achieved the relevant national qualifications. This is a senior role in the school and is a key priority area for us.

### A. Leadership

1. To assist the Headteacher and the Governing Body in the management and development of the School, in line with the School's vision and the School's development plan;
2. Set the vision and direction for SEND provision and oversee the day-to-day operation of the school's SEND policy;
3. To organise, manage and lead a team of SEND Support Assistants, to ensure that all students have access to the curriculum and are empowered to make progress;
4. To be accountable for the overview of provision mapping for SEND pupils, ensuring that students learning needs are met;
5. To oversee the EHCP application process, ensuring students that need additional support and funding have access to this;
6. Be able to monitor the effectiveness of SEND provision across the school with confidence and co-ordinate a multi-agency approach;
7. Monitor the progress and attainment of SEND pupils, identifying where pupils need additional support and designing that support alongside teachers;
8. Support the Y7 team to on-board in-coming Year 7 pupils, including undertaking Primary School visits and appropriate home visits;
9. Provide regular information to the Headteacher and Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision making and policy review;
10. To establish an effective partnership with parents / carers and external agencies to meet the needs of SEND pupils;
11. Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision;
12. Support all staff to understand the needs of SEND pupils and ensure staff are able to meet those needs in their classrooms and in small group and 1:1 support;
13. To support the development of a knowledge-led disciplinary curriculum;
14. To constantly reflect on your practice and commit to the multiple layers of training and development available at Phoenix;
15. To make a valued contribution to the school's pastoral and enrichment programmes; including trips and school visits; and

16. To epitomise the vision and values of Phoenix Academy and at all times adhere to the staff code of expectations.

## **B. Curriculum**

1. To identify and assess students who may have SEND, ensuring that curriculum provisions meet their needs;
2. To devise learning and behaviour strategies and programmes including PSPs which span the curriculum, in response to individual student needs;
3. To lead on the assessment of the learning needs of SEND pupils at risk of underachieving and provide pathways to develop pupils through intervention and staff development;
4. To develop strategies ensuring that SEND pupils make outstanding progress;
5. Monitor teaching and learning activities to meet the needs of students with SEND;
6. To review students with statements of SEND / Education Health Plans as required;
7. To liaise with Educational Psychologists, LEA support team, Educational Welfare Service, Education Social Worker Service and any other agencies working with students as required;
8. Coordinate and lead the review process for pupils with Special Educational Needs.

## **C. Non-Subject Responsibilities**

1. Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
2. Develop strong and positive relationships with pupils.
3. Implement all Academy policies, including the Academy's behaviour policy.
4. Contribute to the design and delivery of the Academy's enrichment curriculum in line with your timetable and the Phoenix enrichment policy.
5. Model the ethos and vision of the Academy at all times.
6. Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
7. Contribute to the Academy's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases.
8. Help to develop effective subject links with partners and the community, including attendance where necessary at liaison events in partner Schools and Academies and the effective promotion of your subject at Open Days/Evenings and other events.
9. Establish and maintain effective working relationships with colleagues including support staff.
10. Be familiar with and comply with the Academy's Health and Safety policies
11. Be responsible for the health & safety of pupils when they are authorised to be on Academy premises and when engaged in authorised activities elsewhere
12. Adhere, at all times, to the expectations of teachers at Phoenix Academy, outlined on the final page of this document.
13. Any other duties as required by the Headteacher commensurate with the post.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.**



# Person Specification

## Experience

The successful candidate will be able to lead from the front by having a proven track record of achievement in raising attainment for SEND pupils and be in possession of the NASENCO qualification.

**The candidate must be:**

## General Qualities

- An energetic and resilient individual, with the ability to enthuse and motivate others.
- Able to effectively synthesise data, summarise and draw appropriate conclusions.
- A balanced decision maker with consistency of judgement, able to work flexibly and effectively under pressure.
- Approachable and committed to contributing toward an open and trusting culture, supportive of colleagues, pupils and parents.

## Attainment and Progress

- You will have an excellent understanding of the diverse needs of the SEND pupil base and will regard equality of opportunity as vital.
- You will have the ability to analyse the complexity of issues relating to SEND pupils' progress and attainment and develop effective and creative solutions to tackle these.
- Experienced leading aspects of curriculum development, and have working knowledge of SEND legislation and best practice.

## Staff

- You will inspire high levels of performance in staff, and will be encouraging of staff development.
- You will be committed to leading effective performance management and have the capability monitor and evaluate its implementation and development.
- You will lead by example; personally demonstrating the vision and values of the trust, building strong relationships and effectively motivating the team to achieve.

## Curriculum

- You will have the belief that a knowledge-led curriculum is the right means to transform pupil outcomes.
- Your vision will be aligned with Future Academies' aspirations, and you will have ambition to transform SEND pupil attainment.

*The job description will be subject to annual review.*

***Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.***

- **This post is subject to an enhanced DBS disclosure.**
- **The post holder must be committed to safeguarding the welfare of children.**

# Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our Academy's. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions. Those appointed to a management position will be subject to a 'Section 128 direction' to ensure they are not prohibited from taking part in the management of a school.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September, 2016.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

## **Invitation to Interview – please bring with you:**

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

## **Phoenix Academy – The area**

There area has fantastic transport links. It has five underground stations which together link Shepherds Bush to the Central, Hammersmith & City and London Overground lines. The closest station is White City and Shepherds Bush and Wood Lane are within easy walking distance. Journey times are:

- Liverpool Street: 26 minutes
- Canary Wharf: 41 minutes
- Waterloo: 28 minutes
- Bank: 23 minutes

There is ample free parking on-site.

Shepherds Bush has superb entertainment provisions and arts facilities. It's a very active and vibrant area in West London. It has extensive retail facilities, including the Westfield Shopping Centre, the largest urban shopping centre in Europe. Shepherds Bush has the postal code W12.