



HOE VALLEY SCHOOL

SENCO

JOB DESCRIPTION & PERSON SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum and offering an extended day which enables us to prioritise time for English and Maths and ensure all students complete their homework during the school day
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park but moving to a state of the art new premises in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance, to offering bespoke CPD programmes including buddying staff with peers in local outstanding schools and trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous practitioner to join our dedicated team in leading the school on its journey to becoming established and outstanding. This is a crucial appointment for the School as, since its conception, we have prioritised personalisation – we believe that student success is dependent on personalised learning and bespoke curriculum pathways and that every student has the right to excel.

The successful candidate will have the exciting and unique opportunity to ensure that all students are able to access a curriculum which is personalised, challenging and fit for the needs of 21st century life. As the school takes in new year groups, they will have the opportunity to recruit their own team of outstanding practitioners.

The Faculty currently consists of an exceptional Deputy SENCO, two Senior Teaching Assistants and six Teaching Assistants. The successful candidate will work closely with the Heads of Year and Home School Link Worker and will be line managed by the Associate Head Teacher. There are 7 students on roll currently with an EHCP and approximately 28% of the school roll are on the SEN register. 24% are EAL and 16% are identified as Higher Attainers.

Our new Senco will be an inspirational leader with a proven track record of working effectively with families, training and advising teachers on best practice and in bringing out the best in a team. They will share the school's vision and the belief that all young people can achieve at high levels. Hoe Valley School has a focus on a personalised curriculum which challenges the most able and supports students with Special Educational Needs and Disabilities (SEND) and those for whom English is an additional language (EAL). The Senco will also work alongside the Deputy Head for Attainment and Progress in monitoring outcomes for all key student groups. They will therefore be a key leader in ensuring the strategic goals for the school are met.

CORE RESPONSIBILITIES (IN ADDITION TO TEACHERS' STANDARDS)

Leading Personalisation

- To lead on attainment and progress for SEND and EAL students
- To be responsible for ensuring the school is compliant with the SEND Code of Practice
- To identify, share and adopt the most effective teaching approaches for students who are SEND/EAL
- To monitor teaching and learning activities to meet the needs of students with SEND/EAL
- To liaise with primary schools to ensure continuity of support and learning when transferring students with SEND/EAL
- To collect and interpret specialist assessment data
- To review systems for identifying, assessing and reviewing SEN/EAL students in line with whole school data systems
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND
- To provide training opportunities for staff to learn about best practice in teaching students who are SEND/EAL
- To identify resources needed to meet the needs of students with SEND/EAL and advise the Head Teacher of priorities for expenditure
- To set challenging targets for raising achievement among students with SEND/EAL students
- To have line management responsibility for the Deputy Senco and the teaching assistants at all levels and ensure that the TAs are deployed for maximum impact on students' learning
- To devise appropriate interventions and curriculum pathways for different groups of students
- To monitor the impact and effectiveness of interventions and adapt them where necessary
- To work with relevant external agencies where appropriate to support student progress and access to the curriculum
- To identify students requiring an Education and Health Care Plan (EHCP) or other means of additional support and work alongside Surrey Council and other relevant agencies to ensure provision is put in place where required

Leading Teaching and Learning

- To teach within the age range 11-18
- To adapt and contribute to the delivery of the new GCSE and A Level curriculum and ensure they are both accessible and challenging
- To develop and train staff on a whole school SEND and EAL strategy that will be delivered to students daily and integrated into all curriculum subjects

- To contribute to CPD across the school and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy
- To ensure personalisation has a high profile across the school through offering vibrant and exciting learning opportunities
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of both traditional teaching technique and use of the google suite
- To extend the curriculum via relevant trips as well as organising exciting visits from relevant speakers and visitors
- To lead and deploy other adults effectively in the classroom, involving them where appropriate, in the planning and management of student learning

Leading Progress and Attainment

- To ensure academic targets are appropriate and aspirational for SEND / EAL students
- To ensure assessment, feedback and monitoring is SMART, accurate and clearly moves students' learning on
- To feedback to students and parents / carers in line with the school policy
- To standardise marking with colleagues both within the school and with partner schools
- To hold colleagues to account via line management meetings, department meetings and by following the school's appraisal policy
- To rigorously analyse student data to inform planning and intervention programmes
- To lead and attend internal and external meetings as required

Leading Behaviour and Safety

- To collaborate closely with parents to ensure that they are aware of their child's progress, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour within and beyond the Personalisation Faculty
- To monitor students achievement, attendance, uniform, punctuality and behaviour and to respond promptly to issues in line with the school's policies

Leading School Improvement

- To liaise with local Primary Schools with an aim to promoting and marketing the school and contributing to a smooth and effective transition for new students
- To support the school's marketing and recruitment plan through attending events, contributing to marketing materials and via frequent high quality interactions with feeder primary schools
- To embody the school's values both on and off site
- To contribute to the School's Development Plan (SDP) and write specific action plans for SEND and EAL students
- To monitor allocated budgets and ensure value for money at all times
- To coach and mentor colleagues as appropriate

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A bachelor's degree at a 2.1 or higher	Evidence of other relevant CPD qualifications	Application form
Qualified teacher status through a PGCE, GTP, SCITT or other international equivalent		Application form
The National SENCO qualification or equivalent	Exam Board Access Training	Application form
Experience		
Excellent subject knowledge in relevant disciplines	Able to deliver a second subject	Application form & interview
Experience of designing and delivering exciting, challenging and personalised lessons		Application form, interview & reference
Evidence of holding high aspirations for young people		Application form & interview
Evidence of delivering excellent outcomes for students, especially SEND, EAL or disadvantaged students		Application form, interview & reference
Experience of giving high quality formative and summative feedback		Application form, interview & reference
Experience of managing and leading groups of students/young people	Evidence of leading a team of teachers effectively	Application form & interview
Evidence of continually improving outcomes for students in terms of attendance, punctuality and student wellbeing		Application form & interview
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to</p>		Application form, interview & reference

improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Ability to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Good level of physical fitness		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
Two satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		