



**Vacancy: SENDCo**

 **(Special Educational Needs & Disability Coordinator)**

**Applicant Information Pack**

# Welcome

Thank you for your interest in this vacancy at North Huddersfield Trust School.  We hope that you find the information within this pack useful and that it helps you to build a good picture of the exciting opportunities at the school.

North Huddersfield Trust School is now 6 years old and as we continue to move from strength to strength, our growing student numbers reflect that families are recognising the hard work of staff and students in creating a school of which the local community can be justifiably proud.

Ofsted has recognised us as a “Good” school which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being.   We will continue to drive forward standards and ensure that we provide the best education for our students.  Above all, our main priority is that we have a happy school where students feel safe, well-supported and able to thrive to achieve their full potential, so that when they leave us at 16 they are well-rounded, confident young people who will willingly contribute to their local community and far beyond.

Whilst we are aware of the fantastic progress we have made we will not rest on our laurels and have a clear plan for further improvement. There are a whole range of challenges ahead, but with these challenges come opportunities and excitement.

Thank you again for taking in interest in North Huddersfield Trust School and we look forward to hearing from you.



 Loz Wilson

 Head Teacher

# Vacancy Details



**Post: Special Educational Needs and Disability Coordinator (SENDCo)**

**MPS/UPS (£22,917 - £38,633) + TLR 1b (£9,433)**

 **Closing date: Friday 2nd February (Midday)**

**Shortlist: Monday 5th February**

**Interviews: Tuesday 13th February**

North Huddersfield Trust School seek an outstanding candidate for the position of SEND Coordinator, who has an excellent understanding of the SEND Code of Practice. The SEND Coordinator is responsible for the implementation of the Additional and Special Educational Needs policy across the whole school.  The post holder will be expected to take a strategic lead in evaluating and developing the Special Educational Needs and Disability provision within the school and ensuring that each student is positively engaged, encouraged, supported and challenged to make outstanding progress.

We are looking for a dynamic, energetic and outstanding practitioner who has the students’ best interests at heart.

OFSTED April 2017 stated ‘Support for disadvantaged pupils, pupils who speak English as an additional language and those who have special educational needs and/or disabilities is effective. As a result, they make good progress.’

‘The school's work to promote personal development and welfare is outstanding.’ OFSTED April 2017’

Application packs can be obtained from our website www.nhtschool.co.uk or [www.tes.com](http://www.tes.com). If you would like more information, please contact Mrs Nora Brown on 01484 452100.

**Completed application forms should be returned for the attention of Mrs Nora Brown, Operations Manager at** **nbrown@nhtschool.co.uk****. Shortlisting will take place on Monday 5th February with interviews on Tuesday 13th February. Invitations to interview will be sent no later than close of business Wednesday 7th February.**

**We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS is required for successful candidates.**

Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ🕿 01484 452100

[www.nhtschool.co.uk](http://www.nhtschool.co.uk)

**JOB DESCRIPTION**

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| --- | --- |
| **Role** | Special Educational Needs & Disabilities Coordinator |
| **Pay scale** | MPS/UPS + TLR1b |
| **Weekly hours** | Full time |

**Role summary**

To work closely with the Head teacher and Senior Leaders, taking responsibility for the strategic direction and integrated operational delivery of the school’s SEND provision in accordance with the SEND Code of Practice. To work with departmental staff to ensure that pastoral and academic support for the school’s SEND students is appropriate, well managed and ensures best outcomes for all. To be accountable for the support given by the team of Educational Teaching Assistants.

**Key Responsibilities:**

1. Leadership
2. Teaching and learning
3. Personal development
4. General

**Duties**

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| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Leadership | * Ensure the school adheres to all aspects of the SEND Code of Practice
* Responsible for the development, implementation and monitoring of adherence to the school’s SEND related policies
* Accountable for the performance of the SEND department, incorporating the English as Additional Language (EAL) team, including student progress, staff performance and departmental standards
* Accountable for the departmental development plan
* Line manage departmental staff, ensuring staff are motivated and given the opportunity and support to develop their own skills and drive standards within the department
* Liaise with staff, parents, external agencies and other schools to coordinate their contribution and ensure continuity of appropriate provision
* Provide regular information to senior leaders, Trust partners and the governing body on the evaluation of SEND provision and updates to the SEND Code of Practice
* Attend school meetings on behalf of the department
* Adhere to reporting requirements and deadlines on behalf of the department
* Responsible for the management of Educational Teaching Assistant timetables, ensuring adequate and appropriate support across the school
* Ensure that all staff are up to date with the latest SEND legislation and guidance
* Ensure all staff are aware of student need and how to deliver appropriate levels of support
* Work with other schools to support the smooth transition of SEND and EAL students into North Huddersfield Trust School
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| Teaching and learning | * Fulfil the professional responsibilities of teacher standards
* Develop and maintain teaching resources for use across the school to support SEND and EAL provision
* Work within the boundaries of school policy, including appropriate consideration of school budget and resources
* Contribute to the design and delivery of the whole school development plans, taking responsibility for those areas relevant to the department as agreed with the line manager
* Identify and assess students who may require additional support through SEND / EAL provision and develop strategies to maximise potential
* Oversee progress of SEND / EAL students and work with colleagues across the school to ensure that assessment is appropriate and rigorous, and that interventions are proactively managed
* Support the learning and achievement of SEND / EAL students in allocated classes, ensuring an inclusive and differentiated approach through regular meetings with teaching staff
* Contribute to programmes and strategies which ensure at least good outcomes for all students
* Create and maintain a vibrant and positive learning environment where students can thrive
* Responsible for continually driving standards to ensure that all students have the opportunity to maximise their potential
* Adhere to deadlines for data assessment, reporting and other aspects of school life as agreed with the line manager
* Collect and interpret specialist assessment data to inform practice
* Set an excellent example to students of good behaviour, professionalism and respect
* Consistently uphold the school’s behaviour policy
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| Personal development | * Develop self and others through the participation in the school’s continual professional development programme
* Continual development of teaching skills and SEND knowledge, seeking and / or embracing new and creative techniques and technologies
* Contribute to the school’s extra-curricular and / or transition programmes
* Seek opportunities to develop leadership skills for self and others within the department
* Assist in the recruitment of new staff as a qualified ‘safer recruitment’ panel member
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| General  | * Undertake the role of Form Tutor and fully participate in the work of the Year Team
* Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Assistant Head |
| Responsible for: | Departmental staff |

**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / qualifications | * Degree or equivalent
* Qualified Teacher Status
* Evidence of recent professional development
* A willingness to continual professional development to provide the school with the most up to date SENDCo provision
 | * Experience of working as a SENDCo or completion of relevant professional development
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| Specialist knowledge / skills | * Outstanding secondary school teacher
* Knowledge and understanding of inclusion in a whole school setting
* Outstanding knowledge and understanding of SEND legislation and guidance
* Up to date knowledge of curriculum and assessment
* Ability to analyse and apply data to develop programmes to maximise student potential
* Excellent understanding of safeguarding and child protection
 | * Understanding of SEN funding
* Evidence of contribution to whole school development
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| Leadership / management | * A positive attitude with the ability to lead by example and motivate others
* Ability to set clear and high expectations of others
* The ability to plan and prioritise tasks
* An excellent attention to detail
* Outstanding communication skills
* Proven presentation skills
* Ability to take the lead and effectively delegate
* Good negotiating skills
* Professional resilience
* A sensitive and diplomatic approach
 | * Experience of leading a large team
* Experience of recruitment procedures
* An ability to objectively review procedures and introduce well planned, well communicated changes as required
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