

The Croft

Preparatory School



SENCo (maternity cover)

July 2018

The Croft Preparatory School

A message from the Headmaster:

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft Preparatory School we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered here at The Croft.

Marcus Cook
Headmaster



The School

The Croft Preparatory School is an independent co-educational day school for children from 3 to 11 years old, situated in a beautiful 30-acre site, in the heart of the Warwickshire countryside, on the outskirts of Stratford upon Avon.

The school has benefited from a considerable amount of capital refurbishment over the last decade, with Mundell Court, a purpose built teaching space to house the IT suite as well as dedicated classrooms for Design Technology, PSHE and Mathematics, opening in 2009 and a 600 seat Theatre and fully equipped Sports Hall opening in March 2012.

The 30-acre site provides an extensive sports field and multiple outdoor learning areas with Forest School sessions incorporated into the curriculum for all Early Years and some Pre-Prep pupils. Class sizes are traditionally limited to 20 pupils.

The whole school was inspected by ISI in June 2015, and was awarded Outstanding in all areas. The latest inspection reports are available at the following link <http://www.isi.net.schools/7110>. In June 2018 we successfully met all eight standards of the regulatory compliance inspection, with no further action required.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our 'Charity Day' in July 2018



The Position

An exciting temporary full time opportunity to ensure that the special educational needs of our children are supported. We firmly believe that every child brings a unique pattern of strengths and areas of need to our community and the school aims to fulfil the potential of all students.

At the beginning of the 2017/18 academic year a new staffing structure was introduced, designed to improve educational outcomes for children through a progressive dynamic curriculum, with clear communication lines between home and school, as well as providing improved career progression opportunities for teaching staff. Five faculties were created, namely Language, STEM, Humanities, Emotional and Physical Development and Creative Arts.

The SENCo will report to the Deputy Headteacher.

The Croft School's ISI Report in 2015 included the following:

'Pupils receive a high level of individual attention. They benefit greatly from working in a positive, happy environment in which their relationships with teachers are strong, and tolerance, respect and hard work are praised and promoted. Pupils feel confident to ask for help or clarification and that they will receive them.'

'Pupils with SEND achieve as well as their peers through targeted individual and class teaching that they receive, strongly underpinned by the school's inclusive approach to meet each pupil's needs.'

'Systems and procedures to identify and support pupils with SEND, including any with a statement of special educational needs, are excellent, and highly appreciated by parents and pupils. Pupils receive support from specialists both in the classroom and individually through tailored programmes. Individual education plans provide clear strategies to help all staff plan effectively.'

We are developing a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.

The Croft Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The school is an equal opportunities employer. The school is a member of IAPS.

Job Description

JOB TITLE: SENCo

REPORTING TO: Deputy Headteacher

JOB PURPOSE: To undertake the role of SENCo and assume overall responsibility for the management of all matters relating to the SEND needs within the school, and managing the Support Team.

KEY RESPONSIBILITIES:

- Line manage those staff employed in the Learning Support department and Learning Assistants working in Years 1- 6. To train and develop the Support Team
- Respond to Concern Forms/discussions with teacher colleagues by conducting the appropriate assessments or lesson observations, discussing with colleagues, making recommendations and communicating these to parents
- Provide advice and support to teaching colleagues and other staff on all SEND matters in line with the SEND Code of Practice (2015)
- Teach lessons to individual pupils or groups, as required
- Oversee the “assess-plan-do-review” cycle and liaise with Class Teachers to monitor progress of pupils (we use IEPs and pupil profiles for this)
- Meet and liaise with parents of SEND pupils, where appropriate
- Assess pupils as required, providing appropriate advice and guidance to colleagues
- Write reports for use internally and externally as required, ensuring that appropriate records are maintained
- Develop, implement, monitor and maintain SEND policies and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies
- Regularly review assessment methods, ensuring that they are carried out to the highest standard and that comprehensive records are maintained
- Liaise with external bodies or authorities and represent the School at external meetings or forums, as required
- Regularly monitor and measure the quality and standard of SEND teaching to ensure that it is appropriate and suitably adapted to individuals’ needs
- Monitor the progress made in achieving plans and targets and evaluate the impact on teaching and learning
- Manage the professional development of staff within the SEND area and evaluate the impact on teaching and learning
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning
- Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEND

- Attend Parents Evenings, meetings, training and external courses, as required
- Enter wholeheartedly into the life of the School, supporting colleagues and parents for the benefit of our pupils
- Contribute to, and be supportive of the school's development plan and take accountability for identified areas of development

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of the Headteacher.

Person Specification

	Essential Attributes	Desirable Attributes
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status • Post-graduate diploma level qualification in SEN and National SEN Award or equivalent 	<ul style="list-style-type: none"> • Evidence of relevant and significant training and commitment to further professional development • Qualified Assessor Status (via BDA Association or Practising Certificate)
Experience	<ul style="list-style-type: none"> • Previous experience of working in a school environment in a similar role • Previous experience of managing a team 	<ul style="list-style-type: none"> • Previous experience of working with children with SEND
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Good understanding of SEN Code of Practice (2015) and its implementation and operation in a school environment • Up to date with latest developments in SEN teaching and assessment • Knowledge of legislative and statutory requirements relating to Equality, Health & Safety and Child Protection 	
Skills and Abilities	<ul style="list-style-type: none"> • Skilled practitioner able to work as part of a team • IT literate including ability to produce reports • Effective communicator (both orally and in writing) • Able to manage own time and that of others effectively • Able to build and develop a strong motivated team • Able to deal with parents professionally and with sensitivity 	<ul style="list-style-type: none"> • Experience of using IT as an integral part of delivering the curriculum
Personal Qualities	<ul style="list-style-type: none"> • Hard working with high expectations • Approachable and empathetic • Enthusiastic and resourceful • Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school 	

Further details

Salary

Competitive. Salary will be discussed with the successful applicant

Pension

The school is a member of the Teachers' Pension Scheme

Duration of Temporary Contract

The position will be temporary from November 2018 to July 2019, but maybe extended to November 2019 (this would be agreed with the successful applicant)

Application Deadline

Sunday 16 September 2018

Interviews

Tuesday 25 September 2018

Application Form

The Croft Application Form must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview. Completed application forms can be emailed to jobs@croftschool.co.uk or returned via post.

Address

The Croft Preparatory School, Alveston Hill, Loxley Road, Stratford upon Avon, Warwickshire CV37 7RL

If you have any queries please do not hesitate to contact the school on 01789 293795 or by email to jobs@croftschool.co.uk Over the summer holiday there will be reduced HR cover so please expect a small delay in replying to your query.