



Recruitment Pack

Assistant SENDCo

QE School, Crediton

Closing Date: 9am Monday 15 May 2023

**Ted
Wragg** TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?



Queen Elizabeth's School

Letter from the Headteacher

Welcome to Queen Elizabeth's School or QE, as it is often affectionately known. Thank you for taking the time to find out more about this role at QE. I hope the information in this pack is helpful and I look forward to receiving your application.

QE is a place where all people are empowered. Our curriculum challenges students, inspiring their curiosity and creativity. We believe in the power of a broad and balanced curriculum and ensure a range of subjects are available. Through excellent teaching we aim to develop knowledge and understanding of the world and instil the values of respect, reflection and resilience in our learners. Our vision is to be a place where all people in our community progress and are engaged and fulfilled. You will need to embody our ethos, vision and values in everything you do. We are an inclusive school that is absolutely committed to providing the best possible educational experience and delivering exceptional outcomes for all our young people.

We believe in an approach to learning that equips students with a 'growth mind-set', intrinsic motivation and the skills of how to learn and be successful. Our students are well behaved, friendly and respond exceptionally well to good teaching. The overwhelming feeling in our school is one of friendliness. Our staff are fantastic and determined to deliver our core purpose - Educating to Empower.

I look forward to hearing from you; please visit our website for more information about the school and contact us if you have any questions. Please do get in touch via Mrs Anna Field, Personnel Assistant anna.field@qe.devon.sch.uk

Yours sincerely

Paula Smith - Headteacher



Key Details

Job Title: Assistant SENDCo

Location: Queen Elizabeth's, Crediton

Salary: Grade E, 16-22, starting salary £21,800

Typically 8.30am – 3.30pm (half an hour unpaid lunch), 40 weeks per year ,1320 hours per annum

Closing Date: 9am Monday 15 May

Interviews: TBC

Required From: ASAP

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact Anna Field, anna.field@qe.devon.sch.uk

Please use the application form available on the Trust website and email it to: anna.field@qe.devon.sch.uk

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check



Queen Elizabeth's School

Role Purpose

The core function of this key role is to work with the SEND team to meet statutory requirements for the identification and support of SEND students. The SEND team works with teachers, students, parents and external agencies to support the educational welfare of SEND students. The team enables students with identified special educational needs or disabilities to access learning and to make effective progress. This role contributes significantly to our ethos, vision and values, ensuring that Queen Elizabeth's is a fully inclusive school. In particular, the role supports students to embody our values of respect, reflection and resilience so they progress and are engaged and fulfilled members of the community.

Working with the Assistant Principal for SEND and the SENDCo, the role will ensure that the needs of SEND students are met in line with statutory guidance, as laid out in the 2015 SEND Code of Practice. This will require effective multi agency working and high levels of communication and liaison with students, their families, parents and carers, school staff and external agencies. The objective is to support students to be independent learners who can access lessons and are equipped to make successful transitions into post-16 and post-18 destinations.

The role requires an active and visible presence in school, with an operational role in working with all parties to assess, plan, do and review provision for SEND students.

job Description. To work with the Assistant Principal SEND and the SENDCo to fulfil statutory requirements for SEND students::

- Using the Devon Graduated Response Tool to identify, assess, plan, do and review support for SEND students.
- Creating and maintaining effective SEND plans using Provision Map software.
- Creating and reviewing effective pupil passports to communicate needs effectively to teachers, incorporating the child's voice at every stage.
- Ensuring that all SEND process have the child at their centre, and that children's views are listened to and responded to.
- Liaising with students, teachers, parents and external agencies to ensure that all voices are included in SEND provision.
- Ensuring effective and proactive work with relevant external agencies to support students and their parents/carers/families.
- Monitoring student progress regularly and adapting SEND plans as appropriate. This may involve visiting classrooms as well as meeting with students, teachers, parents and external agencies.
- Planning and conducting EHCP and Support reviews in line with the 2015 Code of Practice.
- Ensuring that review meetings for allocated students are held at least termly, to meet statutory requirements, and are recorded as per school systems.

- Ensuring highly effective and timely communication with parents/carers/families and colleagues in order to build positive relationships and ensure the consistent implementation and understanding of SEND strategies and policies.
- Ensuring effective, timely and accurate communication of the progress and outcomes with external agencies to relevant staff enabling students to access lessons and achieve their best outcomes.
- To maintain and review the SEND register for allocated students.
- To undertake general clerical/administrative support, such as preparation and maintenance of SEND documentations and files and preparation of documentation for the Assistant Principal SEND.
- To attend TAF/ Early Help meetings as required.
- To work with Barnfield Head of Campus and Heads of Year to lead on primary transition for SEND students.
- To attend relevant meetings as required.

Development

- To undertake appropriate training as required.

Typical working pattern

- Typically during term time: Monday to Friday, 8.30am–4pm with a 30 minute unpaid break.
- The working pattern may include a limited amount of school holiday working and attendance at evening events during term time.
- Annual leave may only be taken during school holidays.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.

Other Duties

- To support the achievement of the school's objectives by working proactively with colleagues on activities outside direct area of responsibility as required.
- To report any potential Health and Safety issues promptly.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy, procedures and statutory requirements.



Person Specification

Qualifications and Experience	Essential/Desirable
Educated to GCSE level, including GCSE grade C in both Maths and English (or equivalent)	Essential
Educated to A level/level 3	Desirable
Good honours degree or equivalent qualification in a field relevant to the role description	Desirable
Relevant Professional Qualification – such as Youth/Social Care/Uniformed Services/Health Care or Education	Desirable
Experience of working with young people	Essential
Experience of multi-agency working to support young people	Essential
A sound working knowledge of the 2015 Code of Practice for SEND, with relation to the assess-plan-do-review cycle and requirements for the review and implementation of EHC plans.	Desirable
Experience of using the Devon EHC Hub, or a similar portal.	Desirable
Experience of using Provision Map, or a similar online package.	Desirable
Working in a learning, coaching or care environment that supports people to develop and progress	Desirable
Organising and delivering a range of interventions with and for young people	Desirable
Delivery of learning activities to young people and assisting young people in learning new skills, or knowledge or taking on tasks in ways which build confidence, independence and resilience	Desirable
Passionate belief in the potential of all young people and the benefits of a comprehensive education	Essential
Ability and experience of working with a high degree of initiative and without close supervision	Essential
Good interpersonal skills including; <ul style="list-style-type: none"> • being emotionally intelligent • a professional and approachable style • the confidence to deal with complex situations appropriately • the ability to be assertive when required 	Essential
Effective planning, clerical and organisation skills	Essential
Strong communication skills, able to; <ul style="list-style-type: none"> • build positive professional relationships with young people, parents/carers, colleagues and other professionals • remain calm and seek constructive solutions when dealing with pressured situations • challenge inappropriate behaviour effectively and with confidence • win the respect of young people through the consistent application of school procedures in a fair manner 	Essential
Numeracy, high standards of literacy and written communication. ICT skills – competent Microsoft office (Outlook, Word & Excel) user.	Essential
Able to manage highly confidential information appropriately and with discretion.	Essential
Resilient, able to respond well under pressure.	Essential
Positive, confident and constructive in approach with high levels of enthusiasm and energy.	Essential
Able to use initiative to solve problems	Essential
Flexible and adaptable in approach	Essential
Willingness to participate in ongoing training & development	Essential
Able to work effectively as a member of a team	Essential
Respect for all members of our community and able to model this respect	Essential
Understanding of safeguarding issues and able to promote the welfare of children and young people.	Essential
Suitability to work with children	Essential



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



Recruitment Pack

Thank you for your interest!

Ted
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