

Director of Inclusion (SENCo) RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

Sam Rooke, Headteacher

OPPORTUNITY TO JOIN OUR TEAM – STARTING SEPTEMBER 2025

The staff at President Kennedy School are passionate that all learners, regardless of starting point or background, experience an exciting, balanced and engaging curriculum that is accessible for all. This statement is also at the heart of the Inclusion Team. We are determined to build brighter futures, by building knowledge and skills for future learning and employment, and therefore we aim to prepare our students to thrive in the wider world.

The Director of Inclusion will lead a team of highly skilled and knowledgeable professionals, who are based within the Student Support Centre (The Hub), which is at the heart of our school; as well as oversee specialist colleagues who are based across the school, supporting vulnerable learners within each year group, including Teaching Assistants and Learning Mentors. Within the Student Support Centre, the Inclusion Team consists of:

- Assistant Headteacher of Inclusion
- Inclusion Intervention Leader
- SEND Learning Co-ordinator
- SEND Learning Manager
- Autism HLTA Specialist
- EAL Teacher and HLTA
- SEND Learning Mentor
- Inclusion Curriculum Leader.

At President Kennedy School, we are passionately committed to research-based practice and the impact it has on our learners. Staff continuously engage with the latest developments regarding inclusion and SEND practice within educational settings. Colleagues have delivered at national conferences and regularly contribute blog posts for educational publishers. President Kennedy School recently won the ARC Timpson Award 2024-2025 for Trauma Informed and Attachment Aware practice. At President Kennedy School we are passionate about putting students first and invest a huge amount of time in staff CPDL so they can be the best practitioner they can be and provide a range of opportunities for practitioners to share best practice, both within the school and within the Trust.

We are passionate about working collaboratively to provide all learners with the highest quality learning experience and this includes working closely with our Trust schools to provide an exceptional Post-16 Select experience. We aim to inspire and motivate our students to have an impact in their school, in their local community and beyond. We closely evaluate the performance of our learners and are committed to ensuring that exceptional progress is made by all students.

President Kennedy School is also home of the Futures Education Institute, an exceptional partnership with the Futures Trust, where high quality CPDL takes place to develop teaching and learning approaches as well as leadership skills. This includes leadership NPQs and specialist NPQ courses in partnership with Best Practice, SSAT Leadership courses in collaboration with the SSAT, and many other exciting CPDL opportunities. Our school is a fast-paced, innovative, and supportive community where staff are encouraged to be reflective practitioners who continually seek to enhance their professional skills and knowledge with plenty of opportunity for professional progression.

We look forward to working with professionals who are driven to offer our pupils the best Inclusive education possible. We are looking to recruit a passionate and engaging teacher who is keen to progress.

Please don't hesitate to contact Tyson Lane, Head of School, if you wish to enquire further about the opportunities available via email: lanet@pks.coventry.sch.uk, or Tel: 02476 661416.

JOB TITLE:	Director of Inclusion (SENCo)
OPPORTUNITY:	<p>We are seeking to appoint an excellent teacher to join President Kennedy School starting in September 2025. An ambitious and innovative teacher, with excellent SEND knowledge will thrive in this environment and will be offered plentiful opportunity for further progression.</p> <p>The successful candidate will possess excellent organisation, communication and interpersonal skills, proven experience of making a positive difference for learners, and the ability to build and maintain professional relationships with all stakeholders, including parents, carers, external agencies and colleagues.</p>
REPORTING TO:	Head of School
LOCATION:	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	TMS/UPS + TLR1d
BENEFITS – ENHANCING WORKING LIVES:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose:

The SENCo has an important role to play, along with the Head Teacher and Local Governing Committee, in determining the strategic development of special educational needs and disability (SEND) policy and provision in the school.

Duties and responsibilities

SENCo Accountabilities, Standards and Quality Assurance:

- The SENCo has day-to-day responsibility for the operation of SEND policy and the co-ordination of the specific provision made to support individual students, including those who have an Education Health and Care Plans (EHCP).
- The SENCo provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENDCo should be aware of the provision in the Local Offer of Coventry City Council, and in those of other local authorities where a student is resident or normally resident in that authority.
- Ensuring that the school meets its legal obligations in respect of the Code of Practice and local guidelines for Coventry and any other relevant local authorities, and other relevant legislation.
- Being responsible for maintaining and updating the SEND policy and the SEN Information Report.
- Overseeing the day-to-day implementation of the SEND policy.
- Work with specialist colleagues to identify students who require SEND provision.
- Work with specialist colleagues and subject staff in co-ordinating provision for students with SEND.
- Advising colleagues on the graduated approach to providing support.
- Liaising with parents and, where necessary, supporting colleagues who liaise with the parents of students with SEND.
- Liaising with the Enhanced Resource Base for Specific Language Impairment.
- Liaising with primary schools, other secondary schools, and post 16 institutions to ensure that transitions for students with SEND are successful and effective.
- Liaising with local authority SEND support services and co-ordinators.
- Ensuring that the school keeps the records of all students with SEND up to date.
- Liaising with members of the local governing committee and LGC Link Governor, to inform them - in relation to SEND - of the quality of teaching and learning, progress of students, and overall standards across all Key Stages.
- Developing productive partnerships with outside agencies and identifying needs across the school for the commissioning of support, liaising with the head teacher as necessary.
- Analysing and interpreting relevant school, local and national data related to SEND.

Whole School Accountabilities

- In conjunction with the head teacher and local governing committee, the SENDCo will work to create and maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and progress, and differentiation which leads to good behaviour and discipline.

- Working with the head teacher and senior leadership team and subject leaders, the SENCo will contribute to the efficient deployment of people and resources to meet the specific objectives of the school improvement plan.
- Supporting and promoting the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, students and members of the wider school community.
- Supporting a culture amongst all staff and students of high expectation and high levels of progress and attainment.
- Ensuring all members of staff recognise and fulfil their statutory responsibilities to students with SEND.
- Supporting and promoting all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection, and supporting students with medical needs.
- Monitoring the progress of individuals and groups of learners using agreed assessment and tracking methods and recommending strategies to remedy any difficulties encountered.
- Supporting colleagues through learning walks and observations, providing feedback on strengths and areas for development.
- Working with staff to develop effective ways of overcoming barriers to learning through:
 1. assessment of needs;
 2. monitoring of teaching quality and student progress;
 3. target-setting;
 4. keeping accurate records.
- Working alongside the Student Support Centre colleagues and other staff to provide support in the Student Support Centre.
- Ensuring the interventions within each year group meet the needs of students with SEND.
- Leading whole-school SEND Reviews.
- Developing productive collaborative working relationships with counterparts across The Futures Trust schools.
- Being aware of and supporting relevant colleagues on Ofsted inspection frameworks for SEND.

Teaching and Learning

- The SENCo will work with the Senior Leadership Team and the local governing committee to develop and implement personalised curricula to enable students with SEND to access the full curriculum.
- Supporting the identification of and disseminating the most effective teaching approaches for individual students with SEND.
- Supporting colleagues in planning for differentiation.
- Keeping up-to-date on the most effective teaching approaches and supporting colleagues in applying these.
- Ensuring value for money in the procurement of specific resources for SEND: identify and procure effective resources.
- Working closely with the senior leadership team, college directors and subject leaders to ensure the expected progress of children, and alert them to emerging difficulties.
- Ensuring that teachers know the strengths and targets for all SEND students, that they use the strategies provided (including those in Education Health and Care Plans and Pupil Profiles, and the recommendations within specialists' reports, in their planning for students with SEND.
- A small mainstream teaching commitment, in addition to any intervention teaching as part of the SENCo role.

Leadership and Management

- Working with the head teacher, the SENCo will lead, motivate, support, challenge and develop staff.
- Leading the school in the implementation of the Code of Practice.
- Disseminating procedural information such as recommendations or requirements of the Code of Practice, local guidance (Coventry and other local authorities as necessary), or the school's own SEND policy.
- Directly line managing the Student Support Centre (The Hub) colleague, providing guidance and support.
- Liaising with college leadership teams promptly following meetings regarding students and parents, and maintaining up-to-date records of any actions or outcomes resulting from the meetings.
- Attending and participating fully in school events, such as open evenings.
- Attending relevant meetings as identified on the school calendar, including Behaviour and Attendance RAPs, academic RAPs, College Directors' and other middle leader meetings.
- Supporting departmental developments of SEND provision.
- Advising on, and working with colleges to ensure, the effective deployment of teaching assistants, both in class and to deliver interventions.

Recording and Assessment

- The SENCo will have a strategic overview of relevant data related to the progress of students with SEND. This will include data on progress towards individual targets, as set out in a student's Pupil Profile.
- Identifying, assessing and reviewing students with SEND.
- Setting appropriately challenging targets for raising achievement among students with SEND.
- Monitoring the students with SEND to ensure that they are making expected or better progress.

Training and Development

- The National Qualification for Special Educational Needs Coordination is a requirement for the post-holder. This may be worked towards.
- The SENCo will provide up-to-date advice and guidance in relation to SEND and individual students, and will ensure that all staff working with children have access to professional development opportunities.
- Providing advice, support, guidance and training in SEND to all staff, both generic for different SEN and tailored to individual students.
- Supporting the induction of new colleagues, including ECTs and ITTs.
- Providing a key reference point in providing information and support for families of students with SEND.

Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of SENCo are up to date.
- Be a professional role model and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Must have QTS (Qualified Teacher Status) • First degree or Certificate of Education • National SENDCo Qualification 	<ul style="list-style-type: none"> • Experience of working in 11-19 schools • Evidence of continuous professional development with particular reference to Special Educational Needs and Disability. • Ability to teach a curriculum subject • Willingness to complete National SENDCo Qualification 	Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to recognise and respond to the needs of pupils with learning needs • Advise and motivate staff with SEND initiatives • Excellent written and verbal communication skills • Adaptable to changing circumstances and new ideas • Self-motivated with good organisational skills and the ability to prioritise workload effectively 		Application form Interview
Experience	<ul style="list-style-type: none"> • Principles and practices of effective teaching and learning for SEND learners • Preparation of schemes of work and lessons; knowledge and understanding of subject area(s) • Principles and practices of monitoring/assessment/evaluation • The application of information and communications technology (ICT) learning and teaching in subject area(s) 		Application form Interview Assessment

Knowledge and understanding	<ul style="list-style-type: none"> • Excellent teacher • Accesses, analyses and interprets information • Knowledge and awareness of national and regional education issues relating to provision for students with additional needs • Committed to: <ul style="list-style-type: none"> - Raising standards for all in the pursuit of excellence - Continuous learning for the entire school community - Entitlement of all pupils to effective learning and teaching <p>Choice and flexibility to meet the personal learning needs of every child</p>		Interview Assessment
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own continuous professional development and to developing others • Committed to, and able to promote, the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure and withstand stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Interview

HOW TO APPLY

CLOSING DATE:	Monday 3 March 2025
INTERVIEWS:	w/c Monday 3 March 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please visit the Current Vacancies section on our recruitment portal via:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies via:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.