

# **THE RADCLIFFE SCHOOL**

## **INSPIRE AND ACHIEVE**

**SENCO**  
**TLR 23 (£7,839)**  
**Plus a Golden Hello of £2,000**

Candidate Information



# SENCO

## TLR 23 (£7,839)

*"The Radcliffe School is a Good School" – Ofsted, 2020*

We are seeking to recruit a SENCO to help us deliver excellent educational opportunities for all of our students, starting September 2024. The successful candidate will work in partnership with our current SENCO.

A Golden Hello of £2,000 will be payable upon completion of your first year.

You do not need to hold a NASENCO qualification (or equivalent) as further training and support will be provided. However, you will already hold QTS and be willing to undertake a qualification. We have extensive experience of providing excellent mentoring and support to new staff.

We are looking for someone:

- To ensure effective identification of all students with SEND across the school.
- To meet statutory requirements of the code of practice for SEND.
- To ensure a coordinated approach to teaching, learning and assessment, recording and reporting in relation to special educational needs provision, in line with whole school policies and the Code of Practice for Special Educational Needs.
- To liaise with staff, parents and outside agencies as and when required to offer guidance and support.
- To provide staff CPD on teaching students with SEND.
- To ensure that staff have a consistent approach to work with all students and that this is followed up in departmental practices and documentation.
- To oversee all student outcomes related to SEND intervention programmes and ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students.
- To monitor the progress of SEND students and to provide interventions to help them achieve their targets.
- To quality assure the work of the SEND team and SEND students' work.

The Radcliffe School offers the opportunity to teach in school that is passionate about achievement for all, and where our fantastic students enjoy a dynamic and engaging curriculum. We are an iPad school with all staff and students receiving an iPad (along with regular CPD on how to use it) to support teaching and learning.

The successful candidate will benefit from a strong induction programme which will be tailored to their professional needs and experience. This position would suit someone wishing to develop their career and take on additional responsibilities within a vibrant and thriving team.

The Radcliffe School offers the opportunity to:

- Work within a diligent team of excellent teachers who have a wealth of expertise and experience.
- Teach, research, develop and examine at GCSE and A Level.
- Work with a driven and inspirational department in pursuit of excellence.



- Be part of a strong induction programme tailored to your experience and needs.
- Contribute to high quality teaching and learning, and the provision of extracurricular activities to drive students forward.
- Collaborate within a very supportive environment where professional development is an essential aspect of our daily practice.
- Develop your career.
- Contribute to the creation of outstanding student experiences in learning for all.

We can offer onsite accommodation for new staff in one of our two houses. Each house is semi-detached with three bedrooms and a large garden. Please enquire for more information.

If you believe that you have the energy, passion, resilience and drive to be part of our positive journey we would love to have you on our team.

Please go to [www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk) for more information about the post and an application form.

The deadline for applications is 9am on Tuesday 30 April 2024.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT  
Tel: 01908 682 222  
[www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk)

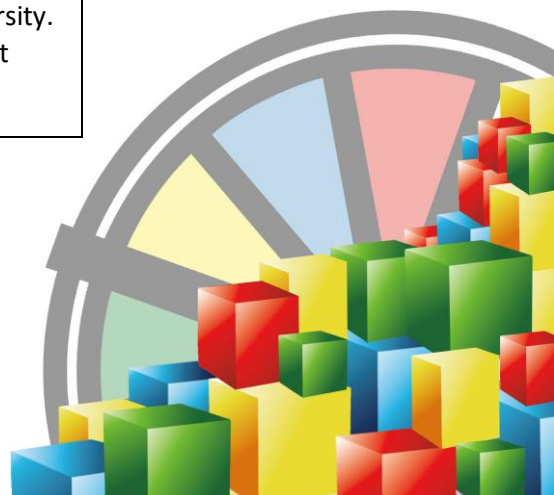
Headteacher: Paula Lawson



## JOB DESCRIPTION

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Shaping the future	
<ul style="list-style-type: none"><li>• Contribute to the Curriculum area vision.</li><li>• Lead and collaborate with colleagues to deliver the Curriculum area's improvement agenda.</li><li>• Termly self-evaluation to inform planning and development.</li></ul>	
Leading teaching and learning	
<ul style="list-style-type: none"><li>• Termly evaluation of student targets to inform intervention.</li><li>• Actively monitor student progress and lead/support intervention strategies.</li><li>• Liaise with the Curriculum Team Leader to develop an innovative, cost effective &amp; sustainable curriculum.</li><li>• Lead the development of appropriate teaching and learning strategies.</li><li>• Lead the development of relevant, creative and innovative learning resources for the curriculum.</li></ul>	
Developing self and working with others	
<ul style="list-style-type: none"><li>• Build and maintain an effective teaching team (including Support Staff).</li><li>• Work collaboratively to secure high quality teaching across the department.</li><li>• Manage under-performance with the Curriculum Team Leader.</li><li>• Support, deliver and identify CPD opportunities and needs for the department.</li><li>• Attend (and, if appropriate, lead) internal and external meetings as appropriate.</li><li>• Liaise with the Curriculum Team Leader to manage cover work for absent colleagues.</li></ul>	
Managing the organisation	
<ul style="list-style-type: none"><li>• Liaise with the Curriculum Team Leader to maintain accreditation with the relevant exam and validating bodies.</li><li>• Ensure the department is aware of school policies and that they implement them appropriately.</li><li>• Ensure that the department environment is vibrant, well organised and attractive.</li><li>• Establish and maintain cross-curricular links.</li><li>• Contribute to liaison with other organisations relevant to the Curriculum area.</li><li>• Liaise with the Curriculum Team Leader to contribute to budget management.</li></ul>	
Securing accountability	
<ul style="list-style-type: none"><li>• Performance manage staff.</li><li>• Implement school policies, inc. health and safety, equal opportunities and report any problems.</li></ul>	
Strengthening community	
<ul style="list-style-type: none"><li>• Build a department culture that develops the school's rich diversity.</li><li>• Promote good communication with key stakeholders to support student achievement in accordance with the school vision.</li></ul>	



## PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>	Relevant degree Qualified teacher status	Postgraduate degree and/or further relevant professional studies.	Application form
<b>Experience</b>	Experience of successfully teaching across age and ability range. Evidence of successful, consistently good to outstanding teaching practice. Evidence of successfully leading a department is desirable. Understanding of Pupil Premium.		Application form and interview
<b>Philosophy</b>	Commitment to the “fun and fundamentals” of learning. Commitment to self-evaluation and continuous improvement. Commitment to sharing best practice. Belief in the positive difference high quality educational opportunities make to peoples’ lives. Commitment to the values and ethos of the school		Application letter and interview
<b>Professional knowledge / understanding</b>	Knowledge and understanding of current issues in education. Understanding of the Curriculum. Awareness of different learning styles and multiple intelligences.	Experience of working with other agencies to enrich the education of students. Thorough understanding of the potential of e-learning.	Application letter and interview
<b>Skills</b>	Excellent oral and written communication skills. Excellent literacy and numeracy skills. Ability to give and receive effective feedback and act to improve own performance and that of others. Ability to explain ideas clearly and succinctly. Excellent user of ICT. Excellent attendance and punctuality record.		Interview and References
<b>Personal Attributes</b>	Excellent interpersonal skills - ability to communicate well with pupils, parents and staff. Ability to inspire, challenge and motivate staff and students. Ability to ask for advice and support where necessary. Self motivating with a positive outlook. Ability to work to deadlines and under pressure. Commitment and enthusiasm. Dependability and sound organisational skills Understanding of own strengths and areas for development Good time management Administrative efficiency		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



## HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk).

### Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

### Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk) to arrive by the closing date.

### Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

### References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

### Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

