



John Henry Newman Catholic College

Heart speaks to Heart

Specialist Coordinator for Dyslexia and EAL

Band D - Point 21 £20,138 (pro-rata)
Actual Salary after pro-rata £17,100
Term time only

Start date: As soon as possible



achieve
opportunities
challenge
guidance
extra
outstanding
success
support

Information Pack

Job Description - Specialist Coordinator for Dyslexia and EAL John Henry Newman Catholic College

Reports to : SENDCO
Start Date: ASAP

Job purpose:

To support and develop students with EAL and co-ordinate services and staff strategies.

To support and develop students with a diagnosis of dyslexia or dyscalculia.

To assess, oversee appropriate assessment of dyslexic students and disseminate strategies to staff.

Duties and responsibilities:

Deliver high quality group and 1:1 support under the direction of the Strategic Director SEND or Strategic Director Sixth Form. Produce documentation and evidence to show impact.

Support specific children and groups of children within lessons under the direction of the Strategic Director SEND or Strategic Director Sixth Form. Produce documentation and evidence to show impact.

Undertake implementation of standardised tests under the direction of the Strategic Director SEND.

Assess small quantities of pupils' work under the direction of the Strategic Director SEND.

Assist in the implementation of strategies to increase access and attainment for curriculum learning with identified children.

Communicate with parents / carers of pupils with whom you work to ensure effective home-school links .

Communicate effectively and regularly with members of the Strategic Director SEND, Inclusion Team, Heads of Year and Key Stage Co-ordinators.

Contribute to the schools liaison and work with outside agencies in particular as part of the Annual Review of Statements of Special Educational Need.

Support the Inclusion Team in ensuring a smooth transition for pupils moving to the College from our feeder Primary Schools

Assist Key Stage Co-ordinators/Strategic Director of SEND/Head of Student Services in academic monitoring procedures which identify progress in learning, to ensure students who are subject to a Support Plan, reach their full potential within an identified year group.

Attend relevant open and consultation evenings as and when required.

Make an active contribution to the school's on-going development of its Inclusion Team

Represent the school in a manner consistent with its ethos and values.

Carry out reasonable general duties as and when required in response to the needs and requirements of the department and the school.

Undertake appropriate training, as and when required, for personal and professional development.

To undertake training for a First Aid Certification.

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Support Dyslexic students individually or in small groups

Responsibility for support plans—implementation, reviews, monitoring, evaluating for all students with dyslexia diagnosis.

Carry out initial assessment which may lead to further assessment of possible dyslexic traits.

Conduct screening particularly regarding identification for highlighted students showing possible signs of dyslexia.

Maintain strong links with local schools and organisations specifically dealing with dyslexic students.
Establish and maintain relationships with parents/carers of dyslexic students.

Promote students' social and emotional development providing support and strategies on an individual basis.

Contribute to the health and well being of dyslexic students.

Compile and maintain progress reports on all dyslexic students.

Offer guidance to dyslexic students and parents/carers on all matters concerning dyslexic conditions, offering solutions or guidance to assist students in the home environment.

Co-ordinate directly to SENDCO keeping her informed of students needs and progress.

Co-ordinate drop in sessions for parents/carers.

Short term class support as part of CPD for individual teachers.

Contribute to training sessions for new and existing teaching staff on all matters surrounding dyslexia and dyscalculia.

Attend/facilitate meetings with outside agencies involving such agencies as; Social Services, Police, CAHMs, etc., both during and after school hours.

Be first point of contact for staff or parents for any matters concerning dyslexic students.

Maintain confidential records.

Liaise with Primary schools, students, parents/carers to ensure that transition from Year 6 to Year 7 for a student with dyslexia/dyscalculia can have their needs met.

Support for Teachers:

Keep teaching staff up to date on any/all matters relating to dyslexia including new practices and proven strategies.

Ensure teaching staff are fully aware of individual dyslexic students particular traits and needs, offer strategies to teaching staff to support effective learning.

Short term class support as part of CPD for individual teachers.

Be first point of contact for all staff on any dyslexic/dyscalculia queries/concerns.

Provide feedback to teachers on students' progress.

Offer guidance on suitable adjustments required for individual learners.

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Support for the College:

- Uphold the schools policies, procedures and values with consistency and diligence.
- Develop and maintain relationships with other professions and professional bodies.
- Create and maintain a state of the art unit which can be held up and used as best practice for other organisations.
- Review and develop own competencies and professional practices.
- Be an available source of information and guidance for other schools.
- Provide Senior Management with reports on students and staff as required.
- Uphold the health and safety policies of the College.
- Attend departmental meetings as required.
- To report own absence as soon as practical to ensure that the centre is appropriately staffed.
- To undertake other various responsibilities as directed by the Head of Faculty or Principal.
- To meet the expectations of all John Henry Newman Catholic College staff as laid out in the Staff Expectations Policy.
- To undertake training for a First Aid Certification.

Support for the curriculum:

- Support the use of information and communication technology within the College.
- Ensure that the College is performing well towards OFSTED aims within own areas of responsibility.
- Provide specialist advice on appropriate pedagogy for children with dyslexia/dyscalculia to inform curriculum design and planning.

Principle Contacts:

- Reporting directly to the schools SENDCo.
- Reporting to all Year Heads and Senior Management.
- Liaising with Teaching staff and Support staff.
- Parents/Carers.
- Outside agencies.

Qualifications: Essential:

- Level 2 in English and Mathematics.
- Relevant qualifications to support students with dyslexia/dyscalculia.

Welcome to John Henry Newman Catholic College

An exceptional place to work

John Henry Newman Catholic College is an oversubscribed and high performing 11-19 College.

The College serves an area of high economic deprivation and the learning community of governors, staff and students thrives on the opportunity to truly make a positive difference to the young people we serve.

John Henry Newman laid down a compelling vision for Catholic education where each child is created for a 'definite service' and a 'mission not committed to another'. John Henry Newman Catholic College embraces this vision and unashamedly sets the highest expectations for all. Through high quality teaching and learning and exceptional wide ranging enrichment opportunities, the College seeks to cultivate students' motivation, confidence, intelligence and ability. The College's mission is to nurture a determination in each student to never accept second best in their life and a true sense of God's love and self-worth which will enable them to stand up for themselves and for a purpose greater than themselves.

John Henry Newman Catholic College strives to be at the forefront of school improvement and innovation and invests heavily in the creation of a learning community where we all have the responsibility to learn from others and to contribute to the professional development of our colleagues. It is through this collaborative culture that together we can break down barriers to learning and support our students to gain the competitive edge over other applicants to leading Universities, prestigious apprenticeships and the subsequent world of work.

The Governors seek to appoint a committed, well qualified and enthusiastic Specialist Coordinator for Dyslexia and EAL.

You will have the opportunity to work with an outstanding team and open the door to a future some students may never have imagined.

The successful candidate will support students to set the highest expectations and to make outstanding progress. This post offers the prospect to make a significant impact and help shape and develop the provision for students with SEN. He/she will have the motivation and energy to inspire young people and a determination to never settle for second best.

The College Governors are proud of what John Henry Newman Catholic College has achieved to date and are keen to appoint someone who wholeheartedly shares their ambition and commitment to the mission of the College.

Mrs Jennifer McGuirk
Principal



Context



John Henry Newman Catholic College is one of the most rapidly improved schools in the country. The College opened in January 2011 following the closure of a predecessor school.

The College is based in Chelmsley Wood, approximately 9 miles east of Birmingham. We serve an area of economic deprivation and currently over 50% of our school population have free school meals. There are approximately 1200 students on roll, and this is the second year that we are significantly oversubscribed for Year 7 students on entry. There are currently 134 students in the Sixth Form which is undergoing an ambitious expansion programme, and many students achieve places at different universities when they finish their studies with us, including the prestigious Russell Group universities.

The College has a very clear vision which when fully realised, will radically buck current trends recently reported by the Government's Social Mobility and Child Poverty Commission. Our staff have a strong desire to make a difference to our students and go the 'extra mile' to radically improve our students' life chances.

The College is sponsored by Bishop Challoner Catholic College in Birmingham and is part of the very successful Bishop Challoner Catholic College Teaching School Alliance.

We have achieved the prestigious Artsmark Gold and Healthy Schools awards.



Teaching and Learning

Learning and teaching at John Henry Newman Catholic College is a major strength and has rapidly improved since the opening of the College in January 2011. In May 2013, the College's self evaluation was endorsed by Ofsted who observed 93% good to outstanding and NO inadequate lessons. However, we are not complacent and to realise our vision for each individual student we strive to take learning and teaching to beyond outstanding. Our learning community meets regularly to share best practice through creative INSET, teacher led workshops and Action Research Groups.

Each member of staff is supported through personalised professional development with a focus on high quality coaching. We are currently focusing on further enhancement of learning and teaching through digital technology. In fact, we are recognised externally as leaders in this field. Our structure of learning coaches in every year group enables students to experience the highest level of personalisation in their lessons.

Every member of the Senior Leadership Team has a significant role to play in the further development of learning and teaching.



Curriculum



The curriculum at John Henry Newman Catholic College is strategically designed to enable all students to achieve the qualifications and attributes required to gain the competitive edge when applying to leading Universities or for prestigious apprenticeships and in the subsequent world of work.

The curriculum offered is based on providing students with a broad range of facilitating subjects. In addition to academic achievement, every opportunity is taken to support students' spiritual development and the development of the 'soft skills' required to succeed in business, industry and commerce.

Student Welfare and Pastoral Support

John Bosco, the Patron Saint of young people said that “children not only need to be loved, they need to know they are loved”. Our approach to pastoral care is underpinned by this philosophy in tandem with our Christian ethos and values. We offer a holistic and enabling nurturing environment to all students where standards are high and participation is encouraged. Student opinion is actively sought and represented by Student Councils across year groups. We offer incentive programmes and initiatives to reward positive behaviours and attendance.

An inclusive community and great relationships are central to our work. As a consequence both students and staff are happy, positive and enjoy their time at the College. The behaviour of our students is outstanding and we have made rapid progress in improving attendance.



Enrichment and Extra Curricular

We have an extensive variety of lunchtime and after school clubs to cater for every taste from chess to cooking. Our students enjoy supporting charitable causes and regularly raise money through cake sales and sponsored events for numerous organisations including CAFOD, Macmillan Cancer Research and Marie Curie to name just a few. Recent field trips have included visits to Valencia, Lourdes, Auschwitz and Kenya. The Duke of Edinburgh Award scheme continues to go from strength to strength at John Henry Newman Catholic College. The programme offers a huge personal challenge to individual students but the benefits that they receive in terms of personal and social development are immeasurable.

We place a high value on performance and the celebration of students' creativity. A thriving Performing Arts faculty encourages all students to experience life enhancing opportunities for expression, communication and diverse cultural enrichment. Recent productions have included Alice in Wonderland, A Midsummer Night's Dream and Hairspray.

The art work produced by the students and displayed all around the College is truly stunning and reflects the major talent that exists within our community.



External Links and Initiatives



John Henry Newman maintains outstanding links with the community through a whole host of programmes and initiatives. In recent years there has been a particularly effective programme of partnership working between the College and its key primary feeder schools. As a cluster of schools we have been able to address the needs of children, young people and parents from Foundation stage to KS5 and to identify effective areas for joint curriculum planning.

We are proud to be part of the Bishop Challoner Teaching School Alliance along with over 30 secondary and primary schools. We work in partnership to deliver the highest quality Initial Teacher Training, school to school support and leadership development including middle leader development and NPQH. Already, CPD and Action Research have had a real impact on pedagogical practice and on outcomes for students. John Henry Newman Catholic College is also involved in numerous national Action Research projects working in partnerships to develop the highest quality pedagogy across all curriculum areas, raise standards and widen opportunities.

We are regular hosts of TeachMeet, where teachers from all over the country congregate to share ideas, engaging and inspiring each other in an informal networking environment.



Facilities

Our staff and students benefit from a new state of the art, well equipped College with a theatre, music practice rooms, drama and dance studios, sports block, extensive playing fields, multi use games area, learning resource centre, science labs, Sixth Form area, conference facilities, media suites and our innovative Rainbow Specialist Centre for Autism. We have invested heavily in iPad technology; all teaching staff are equipped with an iPad to promote the use of digital technology in their classroom.



Conclusion

John Henry Newman Catholic College is a vibrant school with a welcoming Christian community. The staff and students have created a wonderful, supportive and nurturing environment in which to work. Visitors to the College remark upon the warmth of the atmosphere and the positivity displayed by everyone. The best way to find out what John Henry Newman Catholic College is about is to see us in action. You are very welcome to come and look around before you submit your application.



Application Procedures Further information and an application pack for this post can be downloaded from the College website. Applications must be submitted on the Catholic Education Service (CES) application form, also available to download at www.johnhenrynewmancatholiccollege.org. If you have any questions about the application process or if you would like to arrange a visit to the College before submitting your application please contact Mrs L Maddison, PA to the Principal, by email at lmaddison@jhnc.org or telephone on 0121 770 5331. Completed applications should be returned to Mrs Maddison.

Safer Recruitment Procedures John Henry Newman Catholic College is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding-over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Long Listing

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Those shortlisted will take part in an in-depth selection process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates prior to interview, and where necessary employers may be contacted to gather further information.

Contact Details

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