**Cygnet Schools**

**National Special Educational Needs Case Co-Ordinator (maternity cover)**

**Candidate Briefing Pack**

**Introduction**

Thank you for your interest in this role – National Special Educational Needs Case Co-ordinator, maternity cover

This role is based across three Independent Hospital Schools, within Tier 4 CAMHS sites.

- Bury (Greater Manchester)

- Godden Green (Kent)

- Sheffield (South Yorkshire)

Each school is registered with the DfE and subject to inspection by OFSTED and the Care Quality Commission.

The role will require travel to each site and flexibility of approach, as each school has its own strengths and challenges, due to the nature of its cohort of students. Employee can be home, or local school based.

We are looking for candidates who have a substantial understanding of Special Educational Needs, as well as the OFSTED inspection framework. In addition, we would like someone with great passion for working with young people with Special Educational Needs/Disabilities, and vision to develop high quality education practices within our services.

We believe that young people in our care deserve the very best teaching and access to great learning opportunities when they are in hospital. We need the right person to make this a reality.

We look forward to receiving your application.

Yours sincerely,

**Nicky McLeod**

Chief Operating Officer, Proprietor

Cygnet Health Care

**Ed Hall**

Head of Education

Cygnet Health Care

**Young people with special educational needs/disabilities combined with mental health issues deserve the very best support in our schools.**

**The Context of the Role**

Typically around 50% of the young people admitted to Cygnet’s Tier 4 CAMHS were on the SEN Register for difficulties in addition to SEMH; for example, Autistic Spectrum Conditions, ADHD, SpLD and Visual Impairments.

Around a third of our students have Education, Health and Care Plans and a further 25% of those on the SEN Register met the criteria for an EHCP application, due to the addition of SEMH needs on top of existing difficulties and barriers to learning.

As part of the OFSTED Independent School Standards, schools are required to demonstrate appropriate support for students with Special Educational Needs and show that these potentially disadvantaged students are making at least expected or better progress.

It is therefore vital that teaching staff receive appropriate support and training to deliver high quality teaching and learning opportunities to their students.

**Cygnet CAMHS Overview**

Cygnet Health Care offers a range of specialist Child and Adolescent Mental Health Services (CAMHS) focused on supporting young people, male and female, aged between 12 and 18 in Tier 4 Acute and Psychiatric Intensive Care secure environments.

The aim is to help young people stabilise and return home as soon as possible. Young people stay in hospital on average for 42 days.

Our services support young people aged up to 18 who are experiencing a variety of acute and complex mental health problems, in a welcoming and nurturing environment.

We support young people who are either detained under the Mental Health Act or admitted on an informal basis. Young people with a history of offending, who also have a diagnosis of a mental health issue, may also be considered for our services.

**Cygnet Schools**

We provide opportunities for young people who are admitted to our co-located Tier 4 Child and Adolescent Mental Health Services (CAMHS) to access high quality education.

Our aim is to provide high quality education in small group sessions or on a one to one basis to support young people to return to full-time education, employment or training wherever possible.

The curriculum is shaped with each student’s full time prior education provision so that we minimise disruption to learning and maximise opportunities for students to return to full time education. This means that each student has a bespoke individual learning plan which is tailored to meet their own needs.

The three schools are:

* Excel and Exceed Centre (Bury)
* Knole Development Centre (Godden Green)
* Phoenix School of Therapeutic Education (Sheffield)

**Application Process**

To request an application form or to arrange a school visit please email kirstenmoore@cygnethealth.co.uk

For a discussion about the National SEN Case Co-ordinator role, please contact the Head of Education, Ed Hall via email: [edwardhall@cygnethealth.co.uk](mailto:edwardhall@cygnethealth.co.uk)

Applications to be returned to: [edwardhall@cygnethealth.co.uk](mailto:sylviejordan@cygnethealth.co.uk) no later than XXXXXXXXXXXXXXXX



**Our Values**

At Cygnet, we genuinely live and breathe our values – we believe they underpin everything we do as a provider of specialist mental healthcare and as a responsible employer. Many organisations have values, however, true values come from the people within an organisation and how they behave.

[](https://www.cygnethealth.co.uk/content/uploads/2015/12/cygnet-values.jpg)

In Cygnet we are very proud of our culture; it is based on a shared understanding, vision and common language. Our values framework underpins our culture, helps us make decisions and ensures we are all pulling in the same direction to ensure we provide the highest quality of care to our service users.

Our values were developed by our staff through involvement in workshops and staff surveys, the staff representatives and ward managers have been pivotal in engaging all our staff in the communication process to help bring the values to life.

**The Role**

The role of the National SEN Case Co-ordinator is to ensure that all students, especially those with Special Educational Needs, receive high quality teaching and learning opportunities, and that they make at least expected progress. To do this, the Co-ordinator works within the Senior Management Team and advises Head Teachers and staff on how best to support those with SEN.

In addition to management responsibilities, the Case Co-ordinator performs the necessary administrative duties relating to young people with SEN, and those undergoing statutory assessment across the four school sites. They will work closely with parents, external professionals, and the MDT at each site, offering professional advice and support.

They are also responsible for maintaining an SEN database for all young people admitted across the four sites, and for creating and maintaining the SEN Registers at each site.

Finally, the Co-ordinator facilitates regular CPD training for staff on Special Educational Needs guidance and legislation (either delivering training themselves, or booking staff onto identified training run by external agencies).

**The job exists as part of Cygnet’s statutory responsibility to appropriately assess and provide education for children and young people with Special Educational Needs.**

**Terms and Conditions**

**Salary: MPS + TLR 2**

**£23,720 - £35,008+ (£2,721 - £6,646)**

**Holiday: 10 weeks (school holiday aligned)**

**Job Description**

The National SEN Case Co-ordinator’s responsibilities are:

* To safeguard children and young people
* To ensure that the independent schools standards relating to special education needs are met at all CAMHS schools
* To travel to each of the CAMHS schools on a regular basis to ensure that standards are met
* To ensure that provision for young people with special educational needs is high quality and in line with national standards including the requirements relating to Ofsted
* To ensure that all young people are subject to a process of high quality assessment, planning and resourcing at each school on an individual basis
* To maintain an SEN Database for all sites, as well as an SEN Register for each site
* To keep up to date and disseminate developments in the field of special educational needs and educational psychology
* To provide specialist advice, guidance, training and support to teachers and Head teachers
* To ensure all young people have access to high quality education through an EHCP when this is appropriate
* To assess or screen young people for Special Educational Needs if referred by teaching staff (e.g. visual stress assessments, observations for SLCN)
* To secure additional individual funding for young people with special educational needs

**We want the very best for all our students, no matter what their needs**

**Person Specification**

**Skills / knowledge**

* Ability to work well in partnership with the multi-disciplinary team, parents and carers, and a wide range of stakeholders including education settings and local authorities
* Ability to network
* Team working and working on own initiative
* Working to deadlines
* Sound understanding of a broad range of special educational needs and effective strategies
* Knowledge of safeguarding including child protection
* Accept accountability and hold others to account
* Set and achieve challenging goals
* Be a skilful communicator
* Be prepared to make decisions and take responsibility
* Be able to demonstrate strategic thinking and working
* A strong personality with plenty of determination and influencing skills
* A genuine understanding and empathy for the challenges faced by our young people
* Belief that only the best is good enough
* Ability to lead in an ever-changing environment
* Being willing to respect and value differences
* Live Cygnet’s values

**Experience / qualifications**

* Significant experience of supporting SEND students. SENCO qualification is desirable
* QTS is essential
* Strong evidence of a commitment to continuing professional development is essential
* Experience delivering support strategies as part of Individual Education Plans is essential
* Experience of completing Education and Health Care Plans and securing funding is essential
* Good track record of planning for individual needs and securing appropriate resourcing is essential
* Experience of working with young people aged 11-18 is essential
* Experience working within a CAMHS setting / working with students with SEMH as Primary need is desirable
* Access to transportation (car/train) is recommended due to frequency of travel

**Engaging effectively with young people, hospital staff, parents and local authorities is essential to meeting the needs of those with special educational needs in our hospital schools.**