



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

SENDCo

Archbishop Holgate's School

Closing Date: Monday 21 October

Interview Date: Friday 25 October



Archbishop Holgate's School

A Church of England Academy Founded 1546

We are looking for a suitably qualified, well-educated and adaptable person to join our highly successful team in the position of SENDCo. The successful candidate will either be a current SENDCo or be willing to complete the National Award for Special Educational Needs Co-ordination (NASENCO).

The core focus of the role of SENDCo is working with and under the Deputy Headteacher for Teaching and Learning and Student Progress to remove barriers to learning. Central to this is fulfilling all aspects of the role of Special Educational Needs Co-ordinator including responsibility for the SEND register, staff training and development, timetabling, assessment, reviews, and representing the school as required.

The ability to work closely and positively within school guidelines, procedures and expectations with colleagues at all levels of responsibility, both within and beyond the school, is essential.

The post holder must also have a good understanding of SEND issues, a calm and empathetic approach and be able to work under pressure and keep to tight deadlines. They must have a clear understanding and knowledge of the SEND Code of Practice.

The post involves overall responsibility for all aspects of the day-to-day running of the school's SEND policy pre-16 and post-16, and co-ordinating provision for individual students with special needs through working closely with staff, parents and carers, and agencies as appropriate.

School

Archbishop Holgate's School

Job Title

SENDCo

Reports to

Deputy Headteacher for Teaching and Learning and Student Progress

Grade

Leadership Scale 1 to 5

Additional Information

Completed application forms should be posted or emailed to:

Head's PA,
Archbishop Holgate's School
Hull Road
York
YO10 5ZA

jsissons@archbishopholgates.org





Archbishop Holgate's School

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

Christian values that underpin all we do.

Outstanding pastoral care that sees each student as an individual.

Maximum achievement for all students, at all levels.



We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

As recently as October 2017 the school was delighted to once again be awarded outstanding judgements in all areas of the SIAMS Inspection.

The last five years have seen the school enjoy its best ever results at GCSE and Post 16.

At KS5 the sixth form has consistently performed in the top 10% of Post 16 providers. Previously the sixth form has topped the national league tables for the delivery of vocational qualifications and for the last two years the A Level performance placed the sixth form in the top 2% of post-16 providers nationally for student progress.

At KS4 the school consistently performs significantly above the national average, with the 2019 outcomes outstanding in all areas with a provisional Progress 8 figure of +0.80 which for a third successive year is likely to be the strongest locally and among the best nationally.

| | |
|-----------------------------|-------|
| Overall progress residual | +0.80 |
| Maths progress residual | +0.33 |
| English progress residual | +0.72 |
| Ebacc progress residual | +0.82 |
| Technical progress residual | +0.94 |

In April 2014 the Headteacher was invited to Downing Street to celebrate outstanding performance in State Education.

"Evidence presented during this visit demonstrates that Archbishop Holgate's remains an outstanding school, both in terms of its pastoral provision and academic progression pathways. The school is well led and as a result there is an atmosphere of continuous improvement that is shared across the senior team and means that priorities for improvement are accurately identified and actions taken are impactful and result in timely improvement."

(YCP – June 2017)



Pathfinder

Multi Academy Trust

Pathfinder Multi Academy Trust

We are an inclusive partnership of church and community schools underpinned by a shared vision, common values and a commitment to providing an outstanding and holistic education to all the young people we serve.

Collaborate

As a family of schools, we work collaboratively to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

Celebrate

We celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching we support each child to flourish and succeed.

Develop

We develop outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

Thrive

We generate positive and challenging learning environments which allow staff to grow and thrive through excellent professional development.

Nurture

We nurture an ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures - locally, nationally and internationally.

Community

Partnering with the Church of England, other schools, educational institutions and the Pathfinder Teaching School to ensure we provide an outstanding education from pre-school to post 16.

“Your present circumstances don't determine where you can go; they merely determine where you start.”





Job Description

Main Purpose of Job

The SENDCo, under the direction of the Deputy Head will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school pre and post 16.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENDCo will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Core Responsibilities, Tasks and Duties

- Strategic development of SEND policy and provision
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Operation of the SEND policy and co-ordination of provision
- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Support for pupils with SEN or a disability
- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities



Supervision/Management of People

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Where the role involves line management, add and amend as necessary:
- Lead and manage teaching assistants working with pupils with SEN or a disability

Contacts and Relationships

- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Communicate regularly with parents or carers
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Personal Qualities

- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Knowledge and Skills

- Sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills, and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate
- Good record-keeping skills
- The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



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Benefits of working at Pathfinder

Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 19.9% of your salary.

Teachers' Pension Scheme

Pathfinder MAT contributes an additional 16.48% of your salary.

For more information please visit:

www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the Cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk

Continuing Professional Development (CPD)

Pathfinder Multi Academy Trust is committed to the Professional Development of all staff and we have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues

Employee Assistance Programme



Education
Support
Partnership

Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their worries, at home or at work. The 24/7 confi-

dential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal information
- Management consultation to support those responsible for managing others
- Up to six sessions of face-to-face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.