



CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

SEND Assistant Vacancy



- › RESPECT
- › HONESTY
- › EXCELLENCE



Thank you for expressing an interest in joining Culcheth High School. Within this pack, you will find information about the school, job vacancy and the application process.

We wish to appoint a Special Educational Needs and Disability Assistant to our popular and oversubscribed school. The role is full time and term time plus one week position, starting as soon as possible. There is some flexibility regarding the weekly working pattern.

The role involves delivering consistent and high quality administrative support within our busy Inclusion Department. Working closely with our SENCO, providing and maintaining excellent communication systems with staff, parents and external agencies.

Responsibilities include:

- preparing submission forms for statutory assessments
- coordinating data gathering; maintaining administrative systems to reflect changes to SEND status
- liaising with external agencies, Local Education Authorities, local schools and colleges
- meeting with parents and carers
- formulating and writing reports for the SENCO as required.

Applicants must be highly organised, demonstrate initiative and be able to prioritise a demanding workload. A confident but sensitive disposition is a must. Experience of working with vulnerable groups within an educational environment is preferred. A relevant qualification within an administrative setting is also highly desirable. Applicants must be computer literate with experience and demonstrable proficiency in Microsoft applications including word and excel.

We appreciate the importance of job satisfaction, job security and work life balance. We can offer a secure salary and pensions package and the opportunity of working within a highly supportive and progressive environment.

If you believe you can help us on our journey to becoming an outstanding school, then I look forward to receiving your application. Thank you in advance for the interest you have shown.

Yours faithfully



C P Hunt (Mr)
Headteacher



> Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1200 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 35 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (May 2017) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

> Our School's Purpose is

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

> Our Vision of Culcheth High School is

A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background

- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.

> Our School's Values are

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**



Culcheth
High School

> Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

> Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities
- Free parking

> Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks.

Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.




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> Our Vacancy

Start Date:	As soon as possible
Closing Date:	17th April 2023
Grade/Salary:	£22,777- £25,409 pro-rata Actual salary £19,506 to £21,760 for a 39 week working year Pay award pending
Contract Type:	Full time and permanent. Term time plus one week.
Interview Date:	Week beginning 24th April

> Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we contact candidates electronically rather than by post.

The completed application form should be emailed to info@culchethhigh.org.uk

or posted to:

Headteacher
Culcheth High School
Warrington Road
Culcheth
Warrington
WA3 5HH

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

For additional information about the school please visit the website www.culchethhigh.org.uk.

> Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

> Thank you

Thank you for considering Culcheth High School and we look forward to receiving your application.

> Job Description

Responsible to: Assistant Headteacher and SENCO

MAIN PURPOSE

- To support the school in the delivery of outstanding teaching and learning for our students with SEND needs, by providing consistent and high quality administrative support within the areas of inclusion.
- Provide and maintain excellent communication systems with staff, parents and external agencies

JOB PROFILE

Statutory Assessments

- To prepare submission forms and associated documents for statutory assessments.
- Co-ordinate data gathering process internal (appropriate staff) and external (including outside agencies) to support assessment.
- Maintain and amend existing, and future, administrative systems to reflect changes in SEND status for individual pupils, and to communicate this effectively across the school.
- To ensure SEND information is up to date.

Reviews

- To prepare review forms and associated paperwork in advance of meetings and reviews, inclusive of annual reviews.
- Co-ordinate data gathering process internal (appropriate staff) and external (including outside agencies) to support assessment.
- Take responsibility for organising and holding annual reviews for EHCP children in liaison with SENCO
- Maintain and amend existing, and future, administrative systems to reflect changes in SEND status for individual pupils, and to communicate this effectively across the school.

Liaison with External Agencies

Under the direction of the SENDCO:

- Liaise with all necessary external agencies.
- Liaise with Local Education Authorities.
- Liaise with primary schools/colleges
- Liaise and meet with parents

Transition

- Coordinate meetings and visits with the primary schools and colleges.
- Maintain records and transferring information at key transition points.

Meetings

- Coordination of meetings as requested, including minute taking and dissemination of information.

Other Duties

- Meet with parents/carers as required, including formulating/writing reports for SENDCO, to be submitted to relevant agency/contact
- Maintain telephone system and communicate messages to the SENDCO
- Provide a word processing and photocopying service to the SENDCO
- Maintain student files ensuring all documentation is available, as appropriate and ensure these are communicated at a whole school level.

- To organise the purchase requisitions, stationery and equipment for the SENDCO, as appropriate, and maintain stock and invoices.
- To attend weekly meetings and provide administrative services
- Typing of and distribution of the agenda and minutes for meetings
- Be able to update and amend the SEND register in sims
- Provide basic testing support for students in Key Stage Three, for example SNAP testing
- Use provision maps to support tracking, teaching strategies and log interventions for students
- Create provision passports for relevant students
- Keeping up to date with new initiatives/programmes, for example Young Carers, that are relevant and add value to SEND within school

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and other matters. Report all concerns to the appropriate person (as named in the policy concerned)
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required (e.g. department meetings)
- Undertake professional development and other learning activities as required

> Person Specification

	Essential	Desirable
Skills and Abilities		
Ability to build effective working relationships with team/ colleagues and students	✓	
Able to liaise sensitively and effectively with parents and carers	✓	
Excellent numeracy and literacy skills	✓	
Highly organised with the ability to maintain student records and files to the highest standards	✓	
Ability to work with outside agencies in order to achieve the appropriate outcome for individual students	✓	
Excellent record keeping and administrative skills to support the SENDCO in all areas of Inclusion	✓	
Ability to contribute to meetings and disseminate good practice	✓	
Understanding of the emotional and social pressures/issues that have an impact on young people	✓	
Sensitivity, resilience and patience, with the ability to empathise with students and respond to individual needs whilst maintaining a professional approach	✓	
Ability to take initiative, organise own work and be self motivated	✓	
Ability to advise, guide and persuade	✓	
Ability to use systems of recording and reporting effectively	✓	
Ability to be discreet and maintain confidentiality	✓	
Ability to innovate and evaluate impact as this new role develops	✓	
Empathy and understanding of a range of Special Educational Needs and Disabilities.	✓	
Knowledge And Experience		
Minimum of 2 years of working with vulnerable groups within an educational environment		✓
Experience or qualifications within administration environment	✓	
Understanding of national curriculum and other learning programmes		✓
Training in Special Educational Needs strategies		✓
Awareness of inclusion, especially within a school setting	✓	
Effective use of ICT to support learning	✓	
Experience of using Sims or other MIS	✓	
Experience of completing a range of Local Authority proformas and supporting applications for pupils and parents		✓
Qualifications		
GCSE Maths and English Language at grade C or above	✓	
Highly computer literate with experience of Microsoft Office applications including word and excel	✓	
Training in special educational needs strategies		✓
2 A'levels or NVQ3 or equivalent qualification/experience	✓	

	Essential	Desirable
Professional Values And Practice		
Have high expectations of achievement and behaviour	✓	
A caring and positive attitude towards student welfare	✓	
Ability to demonstrate an inclusive approach to students, parents, carers and staff, irrespective of social, cultural, linguistic, religious and ethnic backgrounds	✓	
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	✓	
Ability to improve own working practice through observations, evaluation and discussion with colleagues	✓	
Willingness to undertake further training if required	✓	



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Teacher training at

Culcheth Campus

in partnership with Alliance For Learning SCITT

Google
for Education

Reference
School

Warrington Inclusion Hub
Committed
to Inclusion
2017-18



NCS CHAMPION SCHOOL SILVER
2018/19



Culcheth High School

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