



WESTONBIRT
— SCHOOLS —

Special Educational Needs and Disabilities Co-ordinator (SENDCO)

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The senior school is an independent boarding and day school for pupils aged 11-18. The school also benefits from sharing the grounds with Westonbirt Prep, a growing prep school and nursery. The school campus includes a sports centre and swimming pool and a 9-hole golf course.

The school consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave school with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

We are looking for an inspiring, engaging and talented SENDCO who has the relevant skills to oversee and deliver the provision for SEND/EAL children across the school. The successful candidate will play a vital role in ensuring that the children can access education and thrive here at Westonbirt. They should be passionate about supporting all children to achieve to the best of their ability within a school where the ethos is about whole-child development and enjoyment of their time here.

We welcome applications for full or part time hours.

A full job description and person specification can be found in this pack.

REMUNERATION

An attractive salary and benefits package will be provided.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer michelle.andrews@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11:00 am on Friday 15th October.

Interviews will be held during the week beginning Monday 18th October.

This role will commence in January 2022.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer, michelle.andrews@westonbirtschool.uk

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – Special Educational Needs and Disabilities Coordinator (SENDCO)

Overview

This is an exciting opportunity to lead the Special Educational Needs and Disabilities provision in our thriving prep school.

Main Responsibilities and Tasks

Teaching and Learning

- Identify and adopt the most effective teaching approaches for SEND/EAL pupils.
- Monitor teaching and learning activities to meet the needs of SEND/EAL pupils.
- Liaise with other schools to ensure continuity of support and learning when transferring SEND/EAL pupils.
- To follow school policy and to maintain the ethos and standards of the school
- To deliver individual and group interventions where required. This may include transitional teaching across Key Stage 3.
- To review and develop provision across the school.

Recording and Assessment

- Set targets for raising achievement among SEND/EAL pupils and other groups as appropriate.
- Collect and interpret specialist assessment and performance data and share with other staff as appropriate.
- Implement and review systems for identifying SEND, and assessing and reviewing SEND/EAL provision. This includes creating and monitoring IEPs and provision maps with class teachers and learning support assistants.
- Update the Head and Senior Management Team (SMT) on the effectiveness of provision for SEND/G&T children.
Work with the governance team to review provision and compliance in the area.
- Keep parents informed about their child's progress through individual meetings and at parents' evenings.
- As necessary, prepare applications for Statements of Educational Needs alongside the Headteacher; co-ordinate and attend annual reviews.
- Make applications for additional support, time and/or specific papers for end of Key Stage and PESE assessment
- Maintain SEND register/profile
- Evaluate the effectiveness of provision of wave interventions

Leadership

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to G&T/SEN/EAL pupils
- Provide training opportunities for Teaching Assistants, and other teachers to learn about Inclusion, including whole-school Inset.
- Disseminate good practice in Inclusion across the school.
- Identify resources needed to meet the needs of SEND/EAL pupils and advise the head teacher of priorities for expenditure.
- Work with the Headteacher, SENCo at the senior school and SMT on the strategic development of SEND & Inclusion, including reviewing and formulating appropriate policies.
- To be review the provision for SEND children in and out of classes across the school.

- To line manage those TAs with specific Learning Support duties.
- Support pupil progress meetings, recording agreed provision within provision maps.
- To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements at various stages of a child's schooling.
- Liaise with the Educational Psychology service and other support agencies.
- To keep abreast of developments in SEND and inform staff as necessary.
- To attend appropriate training, CPD and conferences and provide feedback to colleagues.
- Undertake SEN self-evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
- Model good practice in teaching pupils with SEN including those with severe complex needs.

Key Events and Academic Calendar

- To attend Parents' Consultations, information evenings, Open Mornings and other key events

Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends
- To attend relevant professional training courses and independent school sector conferences

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils

General Duties

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils
- Providing guidance and advice to pupils on educational and social matters
- Making records of and reports on the needs of pupils
- Communicating and consulting with the parents of pupils as directed by the Head
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- To be aware of and comply with Health and Safety policies, legislation and best practice
- To work within school procedures and codes of practice
- To undertake such other duties as are required by the Head

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills

- Be an outstanding teacher
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills
- To be able to use a range of assessment tools to inform future teaching and learning

Experience

- Educated to degree level with qualified teacher status
- Evidence of a commitment to continuing professional development
- Experience of organising and delivering SEND specific provision to individuals and groups.
- Experience of delivering training/support to wider staff.

Personal Qualities

- Leading by example with honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils
- Be able to take the initiative and able to take an idea and develop it through to completion
- Have a good sense of humour and be flexible and adaptable