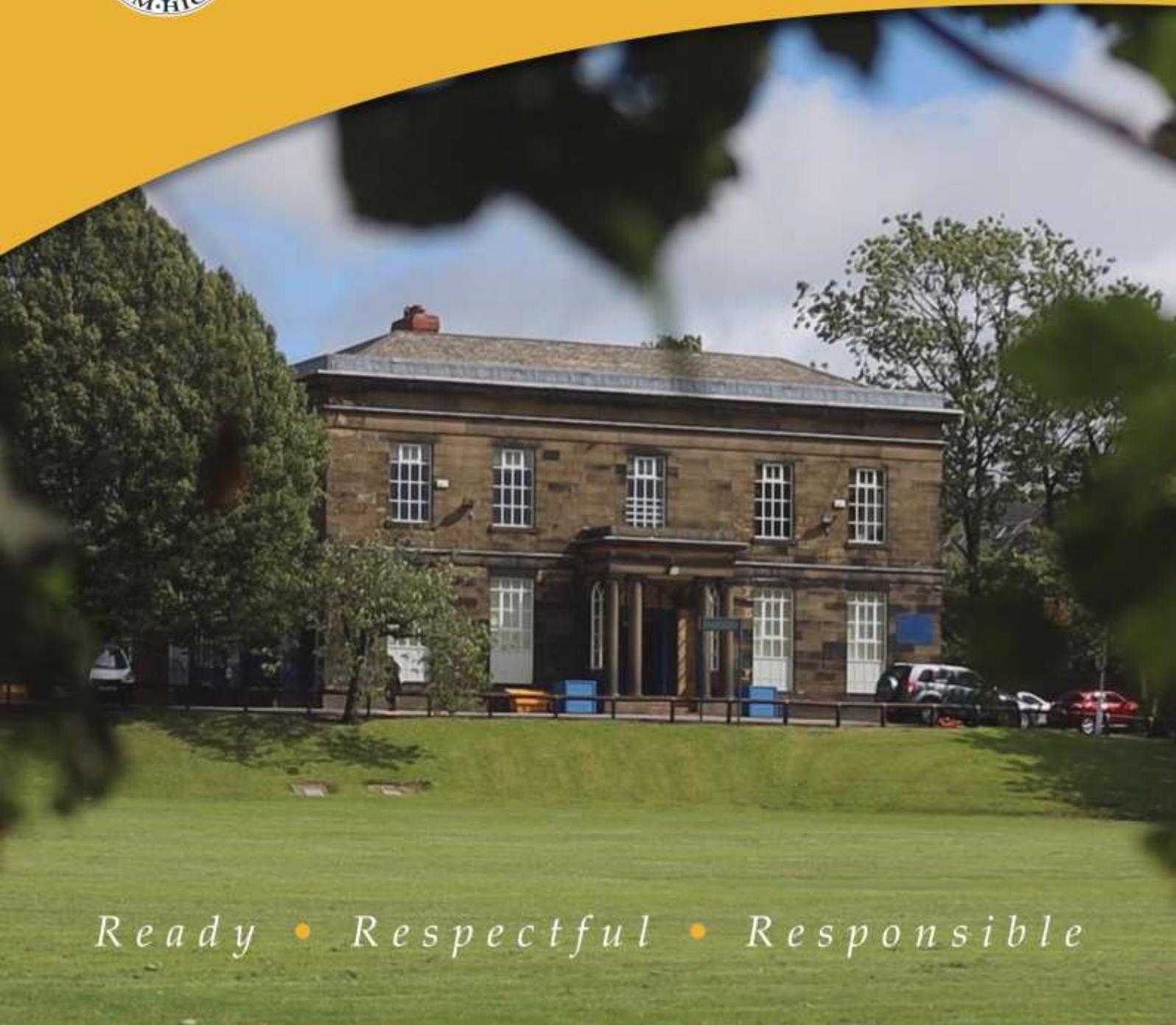




West Hill School

Aiming High Since 1927



Ready • Respectful • Responsible





Associate Assistant SENDCo

**36.00 Hours Per Week, Full-Time,
Term Time Only**

Grade G: Points 23-28 (£33,366 – £37,938 FTE)

Pro Rata for Term Time Only

We are seeking to recruit an Associate Assistant SENDCo to support our students and families with their learning experience at West Hill School. The successful candidate would share an office with our SENDCo, be based in the heart of our school with close proximity to our Learning Support Unit, working closely with our LSAs to ensure quality provision and support for our growing SEND cohort.

Our boys are incredibly warm, have excellent manners and are true representatives of our 3Rs of respect, responsibility and readiness to aim high in all that they do. We are seeking an Associate Assistant SENDCo who would be a pivotal member of staff for our SEND learners. This role would not have any class-based support time within it, the role requires the successful candidate to be more organisational and strategic in representing boys at formal meetings with external agencies, meeting with parents/carers and largely, meeting with boys to discuss and review their learning needs.

We are a warm and welcoming staff and student body and are seeking a candidate with a true passion for SEND learners, initiative and experience of best practice for adapting to meet the needs of young people and someone approachable and open. This role offers excellent opportunities to shape and mould the successful learning journey for many boys. This role does not require QTS but would require experience working with SEND learners, families and education.

If you think you have the experience and skills, we are looking for we would like to hear from you.

To find out more about us please visit the school website www.westhillschool.co.uk. Informal visits/discussions beforehand are welcome, please contact the School Reception Office on 0161-338-2193 or e-mail: admin@westhillschool.co.uk.

Applications should be emailed to recruitment@westhillschool.co.uk.

Please ensure that applications are clearly marked for the post you are applying for.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Shortlisted candidates may be subject to online searches as part of pre recruitment checks.

Closing Date for applications: Monday 24th February 2025.

Interviews to be held week commencing: 3rd March 2025.



A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin
Headteacher





Our vision

At West Hill, we have an uncompromised, aspirational vision that:

Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.

Every lesson enables individual success through quality adaptive teaching and shared expectations.

Everybody matters and has a right to be safe, valued and treated with kindness.

Everybody will be supported to develop a healthy understanding of themselves and respect for others.

Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.

Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.

This forms our West Hill Way.



Job Description

Title:	Associate Assistant SENDCo
Reporting to:	SENDCo
Responsible to:	Deputy Headteacher
Hours:	36
Grade:	23-28

Purpose:	<p>To work with Senior and Middle leaders in delivering the vision of “Every barrier to accessing the full curriculum will be removed for all boys.”</p> <p>To work under the direction of the SENDCo to:</p> <ul style="list-style-type: none"> • Liaise and conduct meetings with parents/carers and other professionals, applying relevant outcomes. • Liaising with external agencies e.g. Children Social Services, providers of Alternative Provision, Post-16 and specialist educational providers. • Support SEND students learning and teaching needs and to ensure any review outcomes are successfully delivered and relevant information is shared appropriately. • Contributor towards leadership of SEMH student-focused.
Responsible to:	<ul style="list-style-type: none"> • Assistant Headteacher: SENDCo
Responsible for:	<ul style="list-style-type: none"> • Whole school SEND provision and external agency liaison.

Principal Requirements	
<ul style="list-style-type: none"> • Advise teachers via learning plans of specific needs, adaptive teaching, where necessary, that is alternative to and different to quality-first teaching. • With the support from the SENDCo collate and prepare information relating to assessments, referrals to outside agencies. • Collate, prepare all required information and paperwork for EHCP applications and reviews. 	
Specific Responsibilities	
<ul style="list-style-type: none"> • Participate in Joint Objective Planning (J.O.P) meetings with Educational Psychologist to inform and relate outcomes to SENDCo, teachers etc. • Collate Year 6 information from primary feeder schools/parents and careers to develop learning plans to meet the needs of the incoming SEND students. 	



- Review Learning Plans, update student information on SIMS and circulate Learning Plans to relevant teachers, Heads of Year and LSAs/HLTAs.
- Complete internal record keeping in relation to individual students and communicate to relevant parties.
- Support the SENDCo in the process of screening students for access arrangements.
- Coordination of adaptive strategies to support the learning/engagement and welfare needs of SEND students.

Wider Responsibilities

- Keep up to date with the changes of SEND initiatives/training.
- Take responsibility for own CPD needs.
- Support the assessment of KS4 students for Access Arrangements within exams. Full training will be given to comply with JCQ requirements.
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person/channels.
- Coordinate the support for students with emotional and behavioural needs and help to develop their social skills.
- Attend and participate in relevant school meetings as required.
- Establish and maintain positive, open communication links with parents/carers and outside agencies to support the students.
- Where needed, support the DSLs within their safeguarding duties in school, including information gatekeeping and meetings.
- Liaison with post-16 educational providers in supporting the transition of vulnerable students from KS4 into KS5 provision.
- Support within SEND progress evening and community events linked to SEND community.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Promote the inclusion and acceptance of all students.
- Contribute to the wellbeing and safety of all staff and students.
- Model the high standards as determined by school protocols.
- Fulfil wider professional responsibilities.
- Be familiar with, and follow all, school policies.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post



Person Specification

Post: Associate Assistant SENDCo			
	Essential	Desirable	Method of Assessment
Qualifications			
<ul style="list-style-type: none"> Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English and Maths. CACHE Level 3 or equivalent qualification in supporting teaching and learning in schools. 	✓ ✓		Application form
Professional Experience			
<ul style="list-style-type: none"> Pastoral experience with students of secondary age. 		✓	Application form
<ul style="list-style-type: none"> Experience of working with colleagues in other teams or from other institutions. 		✓	
<ul style="list-style-type: none"> Experience in meeting the needs of vulnerable or disadvantaged students. 		✓	
Philosophy			
<ul style="list-style-type: none"> Commitment to the aims of the school. 	✓		Application form and letter of application
<ul style="list-style-type: none"> Commitment to continuous improvement and sharing of good practice. 	✓		
<ul style="list-style-type: none"> Being student-focused. 			
Key Skills, Attributes and Personal Qualities			
<ul style="list-style-type: none"> Able to form and maintain appropriate professional relationships and boundaries with students. 	✓		Application letter and interview
<ul style="list-style-type: none"> Willingness to work constructively as part of a team. 	✓		
<ul style="list-style-type: none"> Supervise students effectively in line with the school's behaviour policy as required. 	✓		Engagement with students
<ul style="list-style-type: none"> Be a good role model for students. 	✓		
<ul style="list-style-type: none"> Work in partnership with parents and teachers. 	✓		References
<ul style="list-style-type: none"> A commitment to helping students achieve, through education and learning. 	✓		



Post: Associate Assistant SENDCo				
• Competent use of ICT skills to support learning and maintain electronic information systems.	✓			
• Use own initiative and work flexibly.	✓			
• Deal with sensitive information in a confidential manner.	✓			
• Flexibility and ability to work under pressure and meet deadlines.	✓			
• Good organisational and time management skills, including ability to multi-task.	✓			
• Ability to develop good working relationships with other staff.	✓			
• Good written and communication skills.	✓			
• Emotional resilience in working with challenging behaviours.	✓			
• Attend school training sessions and other training opportunities.	✓			
• Experience of using behaviour management strategies.	✓			
Professional Knowledge/Understanding	Essential	Desirable		
• Understanding how students with SEND present in the school environment e.g. ADHD, ADD etc. and the use of appropriate strategies to support them.	✓		Application letter and interview	
• Knowledge and understanding of relevant learning strategies, e.g. literacy and numeracy.	✓			
• Understanding of safeguarding procedures and practice.				
• Knowledge and understanding of the EHCP paperwork and requirements.		✓		
• General understanding of the KS3 and 4 programmes of study.	✓			
• Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these.	✓			References
• Understanding of the importance of inclusion.	✓			
• Understanding of issues affecting behaviour and barriers to learning.		✓		
• Excellent interpersonal skills both in working relationship with students and staff.	✓			



Post: Associate Assistant SENDCo			
<ul style="list-style-type: none">Understand monitoring and evaluating systems in a school setting.		✓	

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.