

The Magna Carta School



SENDCO Application Pack



Part of Unity Schools Trust



Welcome from the Principal

“Educating the mind without educating the heart is no education at all.” (Aristotle)

Thank you for your interest in joining our wonderful staff team at the Magna Carta School; a vibrant, dynamic, non-selective secondary school that serves the local community and secures great outcomes for students.

Our core belief that ‘learning shapes lives’ is at the heart of everything we do. We are unwavering in our commitment to deliver academic excellence and rich experiences so that students can flourish, be happy and make a positive difference in the world.

We believe wholeheartedly in the power of teaching great lessons every day. The awe and wonder that the world has to offer is brought directly into the classroom by our dedicated and highly-skilled staff team. We empower students to excel in every aspect of their development because we are clear that everyone deserves a great education.

Our rigorous, knowledge-rich curriculum has been expertly designed and inspires curiosity in students as soon as they join us in Year 7. We instil a passion for learning and never stop encouraging our students to believe in their ability and strive to be the best version of themselves.

We take great pride in being an inclusive school that celebrates the diversity of our community and we are firmly committed to maintaining an environment where everyone feels safe, valued and supported.

Our students enjoy coming to school because we have fostered a culture of kindness, respect and empathy that permeates all aspects of school life. We are clear that developing the heart is equally as important as developing the mind so that students leave us having not only gained excellent qualifications but also having developed a strong set of moral values that are deep-rooted in kindness and gratitude.

This application pack offers only a glimpse of our fantastic school and the sense of togetherness that we have embedded here, so to fully appreciate what we have on offer I warmly encourage you to get in touch to arrange a visit. I look forward to the opportunity to discuss this role further with you.

Craig Adams
Principal

Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.



Why join our team?



The recruitment and development of an exceptional staff team is a top priority for us at the Magna Carta School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

At the Magna Carta School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- A two-week October half term
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'.

"Teachers benefit from a comprehensive programme of ongoing professional development."

Ofsted September 2024





Key Details

Job Title:	SENDCO
Start Date:	May or September 2025
Salary:	£56,320 to £71,665 per annum (L5 – L15)
Job Type:	Full Time, Permanent
Closing Date:	24 th April 2025
Interview Date:	w/c 28 th April 2025

At the Magna Carta School, we are clear that *Learning Shapes Lives* and that this must always sit at the heart of everything we do. We work hard to ensure that our students leave at the end of their five years with us not only having gained an excellent set of qualifications to enable them to progress to their chosen next steps, but also having developed into well-rounded, responsible young people who are kind and make good choices.

This is a great opportunity for a talented, successful and committed leader to join our school and strategically lead our SEND provision at both Key Stage 3 and Key Stage 4. Our new SENDCO will work closely with our staff team and the wider community to continue to promote a positive school culture that is deep-rooted in kindness and gratitude, so that all students, including those with SEND, consistently have a great learning experience.

We're looking for someone with:

- Recent, relevant professional leadership development
- The ability to develop and sustain successful relationships with pupils and colleagues
- The ability to take initiative, lead, motivate, inspire and support students to achieve excellence

If you are an organised individual who enjoys working in a dynamic environment and making a positive impact, then we strongly encourage you to visit the school for a tour to see us in action and to let us answer any questions you may have about this exciting opportunity.

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression.





Job Description

Job Title:	SENDCO
Accountable to:	Chief Executive Officer and Board of Trustees
Responsible to:	Principal

Job purpose:

Strategically lead our SEND provision at both Key Stage 3 and Key Stage 4, ensuring that all students are supported to meet our consistently high standards of behaviour, attitudes and progress.

Work proactively with the Principal and the wider senior leadership team to deliver a great education for students.

Key Duties:

Leadership:

1. Work in partnership with other leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of *excellence through collaboration*.
2. Support the successful delivery of the school's curriculum, ensuring that it meets the needs and aspirations of all students.
3. Lead on specific initiatives that raises the aspirations and attainment of students with SEND.
4. Implement strategies to ensure that SEND students are supported to make great progress.
5. Embed ambition and drive improvement across all areas of responsibility.
6. Be accountable for the progress that students with SEND make at school.
7. Draft policies and procedures relating to SEND, ensuring they take account of statutory requirements and or national and local priorities as well as lead their implementation.
8. Lead by example, setting high standards of leadership in support of excellent student progress.
9. Support the day-to-day management of the school by being a visible and impactful presence.
10. Ensure compliance with legal and statutory requirements and government guidelines relating to SEND provision.
11. Oversee the identification, assessment, and support of students with SEND, working closely with the pastoral team and relevant staff members.
12. Develop and maintain effective partnerships with external agencies, parents/carers, and other stakeholders involved in supporting students with SEND.
13. Oversee the creation of Pupil Passports and Individual Healthcare Plans and monitor their implementation.
14. Maintain an accurate SEND register on the school's information systems.
15. Work collaboratively with the senior leadership team and the Exams Officer to ensure that appropriate access arrangements for students are in place as required.
16. Support the school's transition programme to ensure that students with SEND have a smooth transition from primary to secondary school and from secondary school to post-16 pathways.

Learning:

1. Support the leadership team to monitor and evaluate the school's quality of education and its impact on SEND students.
2. Promote strategies for raising the progress and achievement of SEND students, including strategic intervention programmes.
3. Support all staff in understanding the needs of SEND students, including disseminating great practice.
4. Make effective use of assessment data to monitor and promote SEND students' progress, identify and challenge any department variation and, alongside the leadership team, support teachers and department leads to be excellent practitioners with regards to adaptive teaching for SEND.
5. Lead by example and consistently model great practice in building students' resilience and a love of learning.
6. Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
7. Contribute to planning a diverse and flexible curriculum in keeping with the Trust's inclusive ethos.
8. Support and co-plan learning experiences for SEND students which are linked to the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural wellbeing.
9. Report national and local educational strategies and developments to all staff and Governors/Trustees as appropriate.

Growth and Development:

1. In partnership with the senior leadership team, ensure that all staff are kept informed of the school's strategic objectives and core priorities relating to SEND through effective communication strategies.
2. Implement effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
3. Contribute to the recruitment, induction and professional development of staff.
4. Support the implementation of a clear, consistent and meaningful performance management process across the school.
5. Take responsibility for one's own personal professional development, keeping up-to-date with developments related to your areas of responsibility.
6. Manage own workload, and that of others, to ensure an appropriate work/ life balance.
7. Engage in an introductory programme that incorporates safeguarding training.
8. In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
9. Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
10. Sustain a professional portfolio of evidence to support the Performance Management process, focusing on evaluating and enhancing your own practice.
11. Attend relevant team meetings and participate in discussions about online learning strategies.

Community:

1. Liaise with other staff and external agencies to safeguard children and ensure their positive development, health and well-being.
2. Share the Trust and school's vision and ethos through assemblies, parents' evenings, achievement awards and other appropriate means.

3. Plan and deliver specific whole-school or whole-Trust training sessions related to the priorities of the post.
4. Ensure timely and professional communication with families and other stakeholders in all correspondence.

Environment:

1. Ensure the range, quality and use of available SEND resources is monitored, evaluated and reviewed to improve the quality of education for all students and ensure value for money.
2. Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework.

Other duties:

1. Carry out any other duties as may reasonably be required by the Principal/CEO.
2. Be aware of and adhere to all Trust and school policies and procedures.
3. Maintain confidentiality at all times.
4. Promote and safeguard the welfare of children and young people at the school.
5. Participate in supervisory duties as required and commensurate with the responsibilities of the post.
6. The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.

Please note that this job description 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 post holder may be required to do other duties as appropriate to the level of the role.

Person Specification

Person Specification:

	Essential	A/I	Desirable	A/I
Education and Qualifications	<ul style="list-style-type: none"> NASENCO qualification or equivalent A good honours degree Qualified Teacher status Recent, relevant professional leadership development 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> Post Graduate qualification Relevant professional development over the last 2 years 	<p>A</p> <p>A</p>
Professional Experience and Knowledge	<ul style="list-style-type: none"> A proven track record of success for all SEND groups Demonstrable experience of working co-operatively with parents, teachers and other professionals Experience of staff management and working as part of a team Experience of transition for students with SEND Experience of planning and delivering professional development to staff relating to SEND Recent experience of teaching to KS4 Knowledge of current SEND legislation and statutory guidance 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Evidence of working with subject areas to develop the curriculum for SEND students. Evidence of having undertaken recent CPD appropriate to the post. 	<p>A/I</p> <p>A</p>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Excellent organisational, planning and interpersonal skills Ability to take initiative, lead, motivate, inspire and support students to achieve excellence Ability to ensure that technologies are used effectively to improve learning Able to use a range of strategies for creating a positive climate for learning Knowledge and understanding of current curriculum developments, particularly relating to SEND Ability to inspire young people to learn and engage parents in supporting student learning 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Willingness to be involved in extended curriculum opportunities in the subject area and across the school Successful experience of the line-management of colleagues, including a team of Teaching Assistants Experience in managing access arrangements 	<p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Sensitivity to the needs of families and professionals • Ability to build effective working relationships with a range of stakeholders • Knowledge of the barriers experienced by SEND students and how to remove these barriers to ensure success • Commitment to effective SEND practice and a willingness to respond to the needs of students 	A/I A/I A/I A/I		
Personal Qualities	<ul style="list-style-type: none"> • Ability to work collaboratively and effectively within a team environment • Able to liaise appropriately and sensitively with colleagues, students, parents and carers • A commitment to diversity and equality • A professional approach in all areas of work • A commitment to inclusive education • A commitment to the safeguarding of children and young people 	A/I A/I A/I A/I A/I A/I		

***A = Application / I = Interview**

How to Apply



To apply please complete our application form that can be found by visiting the vacancies section of our Trust website: <https://www.eteach.com/careers/unityschoolstrust/>.

For further information or to arrange a school visit please contact:

The Magna Carta School, Thorpe Road, Staines, TW18 3HJ

Email: recruitment@unityschools.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.