

St. Crispin's
Excellence for all



St. Crispin's School

Recruitment Pack



SENCO

St. Crispin's School

Headteacher:

Andy Hinchliff

NOR 1455, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Full Time for January 2024

Permanent

The Circle Trust Pay Range: Main Scale 3 to Upper Scale 5: Actual Salary £31,737 to £46,525 + TLR 1.2 £11,410

We are seeking to appoint an experienced and enthusiastic SENCO to lead our vibrant Learning Support team.

You will be a leader looking to inspire and grow the excellent standards of teaching and learning offered by the department, ensuring appropriate provision is offered for all students.

St Crispin's is a founding school of The Circle Trust, created to serve the local area and borne out of a desire that all children and young people have an excellent, well-rounded education. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff.

Visits to the school are warmly welcomed!

To apply: Please complete the application form available at <https://www.crispins.co.uk/about-the-school/vacancies/> and email to Sarah Hales, PA to Headteacher, haless@crispins.co.uk

Closing date: Applications will be considered upon receipt but no later than 9am, Friday 8th December 2023

Interviews: Thursday 14th December

For more information: Sarah Hales, PA to Headteacher, on 0118 978 1144 or email: haless@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk

Job Description

Salary: The Circle Trust Pay Range: Main Scale 3 to Upper Scale 5: Actual Salary £31,737 to £46,525 + TLR 1.2 £11,410

Aim and main purpose of the job:

To develop, hold accountable and lead a team of Qualified/ Unqualified Teachers and Learning Support Assistants (LSA) to support all pupils across the year groups for a wide range of special educational needs. Specifically, enabling pupils to access the whole curriculum and providing specialist advice to all classroom teachers.

General Accountabilities:

- With the Headteacher and governing body, determine the strategic development of SEND policy and provision in the school.
- Day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
- Providing professional guidance to colleagues and working closely with staff, parents and other agencies.
- Being aware of the provision in the Local Offer and working with professionals to provide a support role to families to ensure that pupils with SEN receive appropriate support and high quality teaching.
- Co-ordinating provision for children with SEND
- Liaising with the relevant Designated Teacher where a looked after pupil has SEND
- Advising on the graduated approach to providing SEND support
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Liaising with parents/carers of pupils with SEND
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact with external agencies, especially the local authority and its support services
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned

Job Description

General Accountabilities cont'd:

- Working with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensuring that the school keeps the records of all pupils with SEND up to date
- To contribute to the development of whole school strategic planning and policies through associate membership of the Senior Leadership Team under the direction of the Headteacher
- To follow statutory guidance and school policies including child protection and safeguarding
- To carry out tasks as reasonably required by the Headteacher

Specific Accountabilities:

- To ensure with the Deputy Headteacher and Business Manager the efficient and effective deployment of teachers and support staff for Learning Support
- Support the production of whole school information including the census
- Oversee and arrange all provision of exam concessions
- To ensure the efficient deployment, organisation and upkeep of departmental resources. Including the responsibility that rooms and areas used by the department provide a safe, high quality environment for learning.
- With the Assistant Headteacher with responsibility for Transition agree and then lead the arrangements for vulnerable students
- Teach, teaching load may vary with need but will not exceed a 50% timetable
- To represent and promote learning support for evening events at all parent evenings

Details of Line Management:

This post is line managed by a Deputy Headteacher; this post line manages all Qualified and Unqualified Teachers for Learning Support/TEAM and all LSAs

Job Description



Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Qualified Teacher.</p> <p>High level literacy/numeracy skills.</p> <p>Any newly appointed SENCO must be a qualified teacher and, where they have not previously been the SENCO at that or any other relevant school for a total period of more than twelve months, they must achieve a National Award in Special Educational Needs Co-ordination within three years of appointment.</p> <p>This National Award must be a postgraduate course accredited by a recognised higher education provider.</p> <p>The Headteacher will satisfy himself that the chosen course will meet these outcomes and equip the SENCO to fulfil the duties outlined in this Code. Any selected course should be at least equivalent to 60 credits at postgraduate study.</p>	<p>Testing qualification recognised by JCQ for the purpose of assessing exam concessions. Although this is desirable on appointment these qualifications must be achieved within three years of appointment.</p>
Competence Summary (knowledge, abilities, skills, experience)	<p>Successful experience of leading and managing teams of teachers, support staff and other lead professionals.</p> <p>Will have an evident skills base in engaging, motivating and inspiring young people to learn, progress and achieve.</p> <p>Will have an evident skills base in learning, teaching and assessment methods.</p> <p>Will have knowledge and/or experience of learning and teaching pupils with additional needs within either a primary, secondary or special school setting.</p>	<p>Experience of successfully leading INSET to other professionals</p>

Person Specification

Key Criteria	Essential	Desirable
Competence Summary (knowledge, abilities, skills, experience)	<p>Knowledge of how to appropriately differentiate curriculum materials.</p> <p>The ability to organise and maintain effective record keeping.</p> <p>Able to form positive relationships with pupils while exercising authority in the department.</p> <p>Significant experience of working with pupils with additional needs.</p> <p>Able to use ICT to effectively support learning and administration</p> <p>Excellent interpersonal skills, with the ability to communicate clearly and respond sensitively to others.</p> <p>The ability to work independently and as part of a team.</p> <p>The ability to act upon advice and guidance.</p> <p>Able to work with pupils within an agreed behaviour management policy</p> <p>Ability and confidence to work with external agencies</p>	
Work related personal requirements	<p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development.</p>	

Person Specification



Key Criteria	Essential	Desirable
Other work requirements	<p>Suitable to work with children.</p> <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p>	

About Us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of www.thecircletrust.co.uk.

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

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