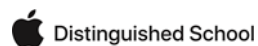


# Application Pack— SENDCO



## Layton Primary School

“Growing Great Minds Together”



# Welcome!

Thank you for taking an interest in our advertisement for the position of SENDCO at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished School and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- a sincere desire to develop each and every individual

We are looking for an individual who:

- welcomes the opportunity to be challenged
- has high expectations of themselves and children
- has a strong understanding of pedagogy
- enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



# A letter from our Headteacher

Dear Applicant,

Thank you for taking an interest in the post of SENDCO at Layton Primary School. We are hoping to welcome an excellent practitioner, who is able to add to our strengths and support us in building high quality provision for children with SEND. We look forward to receiving your application. This post represents an excellent opportunity for you to lead, support and empower colleagues to deliver high quality classroom provision for children with SEND; you will work alongside a committed and passionate group of middle and senior leaders, teachers and learning support assistants.

The role of the SENDCO at Layton is pivotal to the smooth running of the school. Meeting the needs of all children and ensuring they thrive within a supportive learning environment is both challenging and exciting – you will have the opportunity to develop and pioneer best practice, working alongside others around a common vision for learning.

Like any school, our children at Layton come from a diverse range of background and approximately 10% of our intake are on the SEND register. We are seeking a SENDCO who is keen to work with children both inside and outside the classroom, to support and develop strategies and systems to enable them to succeed. Whilst this position is a non-classroom based role, we envisage the postholder to be passionate about develop teaching, learning and the curriculum for children with SEND in order that they thrive within our inclusive setting. Layton staff work closely together and you will join a supportive team where communication and collaboration is a key element of success. Layton is a large school environment - communication, and systems to support this, are vital in securing improvement. We seek to innovate and inspire, and sharing practice and ideas is integral to our work. We are looking to appoint a SENDCO who is passionate and keen to share their own ideas and ways of implementing them.

The school works with a variety of internal employees and external agencies to support our families. This includes our own safeguarding team in school, and also our speech and Language therapist, in addition to multiple outside agencies. Building a team around the needs of the child is essential in collaborative and successful SEND work; we are looking for somebody to build positive and lasting relationships with a wide range of agencies to secure the best outcomes for our children. You will need an ability to lead and manage conversations and discussions in a sensitive manner with Educational Psychologists, CAMHS, social care, and counsellors and other professionals.

We wish to appoint a SENDCO who is both passionate and compassionate, who has high expectations of themselves and others, who can build lasting partnerships with parents and staff and is able to lead practice across the school in relation to SEND; you will join a team dedicated to securing the best possible opportunities for each and every one of our children.

Working with parents sensitively, honestly and openly is vitally important as a SENDCO and we seek to work in partnership with our families at all times. Building and sustaining those relationships will be a key aspect of your role.



# A letter from our Headteacher

The role of SENDCO is both rewarding and challenging. A knowledge of SEND issues, a thirst for learning and an enthusiasm for developing both staff and children are qualities we are seeking when appointing.

I hope this opportunity excites the right candidate to apply. We continually seek to improve ourselves and our provision, and welcome new challenges and development of our own skills in ensuring we provide the best provision we are able.

You are welcome to contact me for an informal discussion about the role or alternatively, book on a visit and tour of the school. We would love to hear from you.

In the meantime, you can gain more information about the school on our website and our latest OFSTED report. If you wish to discuss details of the post through an informal conversation, please do not hesitate to get in touch with me through the school number.

Yours faithfully,



Jonathan Clucas



# #TeamLayton



Beginning your teaching career, or moving to a new school, can be daunting. Starting my NQT year at Layton Primary, I quickly felt incredibly welcomed, included and valued as part of our school community, our 'Layton Family'.

Our school motto, 'Growing Great Minds Together', runs through our school like a stick of Blackpool rock. Just like the children, you are encouraged to take risks, develop your resilience and are often taken out of your comfort zone! Before joining #TeamLayton, I was terrified of public speaking, and would never volunteer to lead presentations. After encouragement and support from SLT and other members of staff, I have presented at several CPD events, including a few at our own school as an Apple Regional Training Centre, and have also encouraged other members of staff to drop into my classroom to learn new skills and share good practice. We were all encouraged to start a 'teaching Twitter', which has truly developed my own CPD and has enabled me to share ideas with other like-minded educators all over the world!

Being a large, three-form entry school, working collaboratively with others, both within my own year group and across the school, has been vital in ensuring the best possible experiences for our pupils. We are encouraged to trial new ideas and reflect on their effectiveness, which can then be implemented across the rest of the school. Learning to utilise technology effectively within my practice, to be able to respond to the needs of all children, has been invaluable and I honestly couldn't imagine teaching anywhere else!

**Jemma Bunce—Class Teacher**

I am fortunate enough to have joined Layton Primary School at the very start of my teaching journey. From the beginning, I have been given the utmost support from all staff and most significantly, my mentor. Such support has transformed me from a somewhat daunted trainee teacher into a confident ECT that would happily reach out to other members of staff when needed, without apprehension.

The supportive environment Layton has successfully created is fuelled by constructive feedback, given with the aims to develop all staff. Additionally, opportunities given to collaborate with others throughout the school allow each individual to become a leader in their own right. I personally believe that I wouldn't have come as far as I have today without the trust and support afforded to me by this school.

In addition to this, Layton being an Apple certified school has allowed me to teach in ways I never would have imagined, utilising technology to maximise the impact on my learners. The CPD offered allows me to be a reflective practitioner, always with the aims to give our children the best education possible.

**Rhianna Borsley—Year 4 Class Teacher**



# #TeamLayton

Welcome to Layton! My name is Amelia, and I am the Head Girl at Layton Primary School. I love our school as Layton allows us to blossom every single day because of the excellent staff around us, providing us with challenges so that we can have the best education possible.

We would love to have you work at Layton Primary School because it would mean that you would be part of the Layton Family, where we all look after one another. Everybody at Layton, staff and children, use our 5Rs throughout school in all of our learning to be the best that we can be. If you come to work at our school, you will use the 5Rs too!

At our school, we work very hard and love to challenge each other. That could be in anything from coding to maths, writing to history. We question things here at Layton and love to be made to think really hard about things we learn about. We are very proud of our school.

**Head Girl**



We are the Pupil Leadership Team and it is our job to be the voice of all children at our school. We have members from foundation all the way up year 6. We love to organise whole school events such as Kindness Week, where we really focus on working together as a school. We made kindness post boxes for every year group where the teachers and children could post notes to tell each other why they are wonderful. We organise fundraising events too. One of our favourites was Eco Day where all the money we raised went to buying equipment for a vegetable patch in school. At Layton, the grown-ups really listen to our opinions about how to make our school even better. We love that!

**Pupil Leadership Team**



I'm Charlie, Head Boy at Layton Primary School and I would love to share my journey at Layton with you. Unlike lots of children at our school, I haven't been at Layton for very long; I started last in Year 5 and then had lots of lockdowns to contend with. However, even though I haven't been at Layton as long as some, I'm confident in saying that I love it just as much.

At Layton, all children use our 5Rs (relationships, resilience, risk-taking, resourcefulness and reflection), and these skills are what children use every single day. We love learning and making mistakes as they help us learn too!

We all love having our own iPad to use in lessons to help us learn. We code, make animations, voice record ideas for our writing and even use them to record science experiments in slo-motion so we can watch them back afterwards. We would love for you to be a part of the Layton community and are sure you'll love it just as much as us.

**Head Boy**

# About the post: SENDCO

|                        |   |
|------------------------|---|
| <b>Pay grade:</b>      | Leadership 6-11   |
| <b>Commencing:</b>     | As soon as possible, or to be mutually agreed with successful candidate (01/09/22)                                  |
| <b>Responsible to:</b> | Deputy Headteacher  |
| <b>Key links:</b>      | Headteacher, Senior Leadership Team, Teachers and Support Staff, LA representatives, external agencies and parents. |



## Role Specification

The SENDCO takes a leading role in raising standards in school by acting to close the gap between the attainment of pupils from vulnerable groups and the attainment of the rest of the school, through developing links and close working practices with partner agencies.

The SENDCO works closely with the head teacher, senior leadership and colleagues in the strategic development of the school's Special Educational Needs (SEN) policy and oversees the day-to-day operation of that policy with the aim of raising SEN pupil achievement.



# Job Description: SENDCO

## **Strategic Direction and Development of SEND and Safeguarding Provision in the School (with the support of, and under the direction of the Headteacher)**

- Exercise a key role in assisting the head teacher and governors with the strategic development of SEN policy / provision and Safeguarding
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEN are reflected in the school development plan
- Engage with and co-ordinate external agencies, ensuring accurate reporting procedures are followed and relevant agencies engaged
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work scrutiny and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- To be the designated senior teacher for Children Looked after

## **Teaching & learning**

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with the Headteacher and staff to develop effective ways of minimising barriers to learning through:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting, including IEPs
  - developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies

# Job Description: SENDCO

## Leading and managing

- To provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings
- To contribute to the performance management process of SEND Support Staff
- To advise on and contribute to the professional development of staff, including whole school INSET provision
- To provide regular information to the head teacher and governing body on the evaluation of SEN provision
- To manage systems of assessment with track successful progress of disadvantaged, FSM, SEND pupils and pupils on the CP register against national averages
- To ensure the school offer for SEND is explicitly clear via appropriate documentation, including the school website
- To be aware of, and utilise the LEA offer for SEND

## Effective deployment of staff and resources

- To advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- To maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- To monitor and evaluate the effectiveness of special support assistants and support in securing improvement.

## Other professional requirements

- Co-ordinate all Annual Reviews and attend / chair when necessary
- Attend Nursery/Year 7 transition for pupils with complex needs and/or EHC plans to help facilitate continuity and progression through the development of a transition programme
- Attend and deploy relevant staff to ensure effective safeguarding across the school
- To review children on the SEND register and their progress at regular intervals
- Hold, or be prepared to study for, the National Award for SEN Co-ordination



## Person Specification: SENDCO

| Attributes             | Requirements  |  |
|------------------------|---|--|
|                        | <b>Essential</b>  | <b>Desirable</b>   |
| Experience             | <ul style="list-style-type: none"> <li>• Relevant SEND experience within and beyond school setting</li> <li>• Development of SEND provision and offer</li> <li>• Team management/staff development responsibility</li> <li>• Resource management, including budgetary involvement</li> <li>• Experience / evidence of working with external agencies</li> <li>• Evidence of a thorough understanding of, and ability to implement, all SEN related statutory responsibilities to ensure the school's compliance with the SEND Code of Practice and any other current legislation</li> </ul> | <ul style="list-style-type: none"> <li>• Mainstream school teaching of the National Curriculum in at least 2 settings</li> </ul>                                   |
| Education and Training | <ul style="list-style-type: none"> <li>• Teaching qualifications, including national qualification for SENDCO (statutory requirement), or ability to complete SENDCO qualification within 2 years if not currently held</li> <li>• Degree or equivalent</li> <li>• Participation in external professional development in last 3 years</li> </ul>  | <ul style="list-style-type: none"> <li>• Further relevant qualifications in SEND</li> <li>• Delivery of programmes of professional development to staff</li> </ul> |
| Interpersonal Skills   | <ul style="list-style-type: none"> <li>• Ability to listen/communicate clearly with a range of audiences</li> <li>• Ability to negotiate, motivate and consult</li> <li>• Ability to offer support and challenge and to foster positive relationships with adults/children</li> <li>• Ability to lead and work as part of a team</li> <li>• Ability to promote the learning ethos of the school</li> <li>• Demonstrate excellent time keeping and ability to analyse, prioritise and meet deadlines</li> </ul>  |  |

## Person Specification: SENDCO

| Attributes        | Requirements  |   |
|-------------------|---|---|
|                   | Essential   | Desirable   |
| Management Skills | <ul style="list-style-type: none"> <li>• Ability to contribute to vision, leadership and clarity of purpose</li> <li>• Ability to set realistic targets and priorities</li> <li>• Ability to demonstrate a range of management and leadership styles appropriate to the situation</li> <li>• Ability to manage change and implement successfully</li> <li>• Ability to monitor and evaluate the performance of area and contribute to the improvement of provision</li> <li>• Ability to hold staff accountable and exercise appropriate delegation</li> <li>• Ability to support staff in regularly monitoring and evaluating children's progress</li> <li>• Ability to promote the school within the community</li> <li>• Commitment to inclusive education and willingness to respond to the needs of all learners</li> <li>• To articulate a clear educational philosophy and action plan consistent with effective SEND provision</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to relate management information to decision making at all levels, including the monitoring of cost effectiveness in spending</li> </ul> |

# How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Please provide a separate letter, 3 sides of A4 maximum, detailing your education philosophy, and suitability and experience for the role; this is opposed to the final section of the application form.

Visits to the school are strongly encouraged, by prior arrangement. This is an essential part of the recruitment process and, as such, we have scheduled a tour of the school on **Thursday 26th May at 2pm**. Please email [recruitment@layton.blackpool.sch.uk](mailto:recruitment@layton.blackpool.sch.uk) to book your visit.

Closing date for applications to be received by school is **12.00 noon on Monday 6th June 2022**. Candidates should submit their application form and letter by email to [recruitment@layton.blackpool.sch.uk](mailto:recruitment@layton.blackpool.sch.uk). You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours. Shortlisting will take place following the closing date and successful candidates will be invited by email to observation/interview, sufficient notice will be provided for this.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

