



SARACENS
HIGH SCHOOL

Special Educational Needs
and Disabilities Co-ordinator



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What are we looking for?

Saracens High School will be opening in September 2018. Saracens Multi-Academy Trust (MAT) is looking for a group of truly exceptional teachers with the drive and ambition to take forward its vision to create an outstanding new secondary school in Grahame Park, Barnet.

Our ethos will embrace feelings of trust, knowledge, reciprocity and shared behavioural norms that will create in our school a quality of life for staff and pupils that will be both enjoyable and productive. Our connection with each other will create a sense of place, promote friendships, encourage and make possible special moments, experiences and outstanding memories.

Saracens High School will be a place where people will return with great eagerness, into an atmosphere of acceptance and belonging that brings out the very best in people, motivating them to give their very best efforts in the classroom, in their activities and on the sports field.

By creating high levels of trust within our school we will produce a climate of psychological safety and honesty, allowing people to develop without fear of criticism and to give all of themselves to the academic, community and social goals.

Saracens High School will be different. It will take a modern and pioneering approach to individual character development through every aspect of school life.

Our Heads of Department must embody this vision and enable all pupils in all aspects of learning and life to be, "the best that they can be". To do this well, we are looking for people who, as teachers, will recognise and enhance the individual abilities of each child. Our teachers will place equal emphasis on learning with coaching confidence, self-esteem and teamwork so that pupils of the school can achieve the outcomes they aspire to.

Purpose of Role

The Special Educational Needs and Disabilities Co-ordinator at Saracens High School will provide the professional leadership and management of the school by:

- Recognising and enhancing the individual abilities of each child.
- Ensuring that all members of the school community are treated and behave with mutual respect, encouraging positive behaviour and a desire to work hard for the benefit of the community and themselves.
- Based on the principle of "Coaching 4 Success" ensuring that teaching styles reflect an unquestionable commitment to success for all.
- In conjunction with Saracens MAT developing and implementing a unique curriculum to meet the needs of the learner.
- Nurturing staff and pupils as team players.
- Fulfilling a commitment to Safeguarding and promoting the welfare of children in accordance with the Trust's policies and statutory guidance.
- Ensuring successful implementation of the Trust's and governors' policies to support the achievement of the Trust's aims.

At Saracens Rugby Club, our success is underpinned by our core values. In Saracens Multi-Academy Trust our work in the classroom and our enrichment activities will be based on the same values:

Discipline: our school will be an orderly, safe and joyful place where our pupils will be guided in their behaviour by fair and sensible principles.

Work rate: our school will be a place where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for improvement.

Humility: our teaching styles will reflect the culture of success and commitment to character development with achievement celebrated as warmly as attainment.

Honesty: we will insist on an honest appraisal of the efforts and attitude of pupils in all areas of their education.



Dear Candidate

Thank you for your interest in joining us at **Saracens High School** in what will be a unique opportunity in education. We are creating a learning community, in an area of high deprivation, which will change lives by raising the aspirations of pupils so they can fulfil their potential.

Our focus on personal and academic achievement is derived from our link with Saracens Rugby Club which is a values-driven organisation with a proven track record of excellence in all that it does. Our shared values of discipline, hard work, honesty, and humility will underpin everything we do.

Our work, supported by some outstanding organisations, will bring a commitment and drive to the Grahame Park area of Barnet, improving outcomes and stirring the aspirations and ambitions of young people and their families. We will provide an education that will build character and resilience, as well as academic excellence. The Goldstar Federation Primary Schools (Goldbeaters and The Orion), Watford Grammar School for Boys, Middlesex University, and the Saracens Sport Foundation are already providing exceptional support, which will extend to opportunities for collaborative work and training when we open in September 2018.

We are looking for inspiring and caring colleagues to join us at the outset of the school's development, as we welcome our first Year 7 cohort. To realise our vision, we are recruiting outstanding classroom practitioners, who can motivate and stretch pupils of all abilities. You will need an infectious enthusiasm that promotes a genuine passion for your subject, and a desire to change the lives of young people by developing outstanding opportunities. Character education will permeate all areas of our curriculum and daily interactions with our young people. We will recognise and embrace our role in nurturing the whole person, while at the same time achieving outstanding academic progress.

There will be wide ranging responsibilities with this role, including embedding the values and vision of the school, shaping the curriculum in your subject area, delivering outstanding and inspiring lessons, and leading new colleagues as we grow year on year. You will play a key role as the school develops, facilitating your subject and assisting the leadership team and trustees in fulfilling our vision.

Your leadership abilities will be crucial in our development. We will be ambitious and demanding of each other, while being caring and supportive. Leaders will display humility in successes, and take responsibility when things don't go as planned, viewing any setbacks as learning opportunities. We are committed to developing a learning culture for everyone. However experienced you are, we will work together to improve further and prepare you well for the next step in your career. As a growing school, there will be further leadership opportunities each year, including an Assistant Headteacher position to be advertised internally during the first term.

I would welcome informal conversations with any potential applicants, and I look forward to meeting you during the interview process.

Yours sincerely,

Dr Matthew Stevens

Principal

What do we offer?

Your working context

- The opportunity to start a department with a blank canvas
- A brand new building
- Attractive, well-resourced educational environment throughout
- The chance to build your own complete team of teachers

The educational environment

- A school opening with 150 Year 7 pupils which will grow each year
- A school that will support character development
- Free school curriculum freedoms and flexibilities
- Opportunities for innovation – carrying out research, trying new ideas and working with others across the Trust and beyond
- Partnerships with Saracens Sport Foundation, Middlesex University and local primary schools

For you personally

- Personal portfolio to support and develop your career in and beyond the school
- A supportive Trust and Local Governing Body
- The opportunity to influence the future growth and development of both the school and the Trust
- The opportunity to develop your own passions and expertise

What do we want from you?

We are seeking a team of great leaders to turn the Trust vision into the reality of an exceptional local high school.

We expect you to:

- Have a proven track record of raising attainment
- Embrace the notion of being part of the Trust
- Have a clear vision for the school and a strong drive for success for the pupils
- Be an outstanding classroom practitioner and have a passionate commitment to high quality learning and teaching
- Believe that all children can succeed both socially and academically
- Have new ideas and fresh perspectives on raising the aspirations of children and families within the local community
- Be committed to securing excellent professional development for all staff
- Have the skills to engage parents and the community in the development and activities of the school
- Have experience of innovative approaches to the curriculum, teaching, learning and assessment



JOB DESCRIPTION

Position: Special Educational Needs and Disabilities Co-ordinator
Reporting to: Principal

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to work closely with the Principal, Senior Leadership Team (SLT) and colleagues in the strategic development of the school's Special Educational Needs and Disabilities (SEND) policy and oversee the day to day operation of that policy with the aim of SEND pupils making exceptional progress.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they make expected levels of progress.

YOUR KEY ACCOUNTABILITIES AS THE SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CO-ORDINATOR ARE:

Strategic Direction and Development of SEND Provision in the School (with the support of, and under the direction of the Principal and the SLT)

- Exercise a key role in assisting the Principal and governors with strategic development of SEND policy/provision
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school development plan
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise the Principal 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

Teaching and Learning

- Manage the identification of pupils with SEND and ensure that all staff are given information and guidance regarding effective teaching approaches
- Work with staff to develop effective ways of bridging barriers to learning through:
 - Monitoring of teaching quality and pupil achievement
 - Target setting, with the use of termly meetings
 - Developing a recording system for progress

- Identifying strategies for teachers to employ to accelerate progress
- The collection and interpretation of specialist assessment data to inform practice

Leading and Managing

- Provide professional guidance to staff to secure good teaching to SEND pupils, through both written guidance and meetings
- Have responsibility for the line management of SEND teachers and Teaching Assistants
- Advise on, and contribute to, the professional development of staff including whole school INSET provision
- Provide regular information to the Principal and governing body on the evaluation of SEND provision
- Provide support and guidance to staff on matters of inclusion
- Put in place provision for pupils working in the inclusion areas
- Monitor the recording and reporting of the whole school behaviour system
- Establish and maintain a positive, dynamic and fully inclusive inclusion area

Effective Deployment of Staff and Resources

- Advise the Principal and governing body of priorities for expenditure and deployment of staff, utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies

Other Professional Requirements

- Co-ordinate all SEND review meetings and attend/chair when necessary
- Attend Year 6 review meetings for primary pupils with education, health, and care plans to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 pupils requiring advice about provision
- Work with Heads of Year on all phases of pupil transition
- Contribute to the CAF process and attend meetings when required

Professional Standards

- Make the education of pupils the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote our development as a learning community
- Treat all members of the community, colleagues and pupils, with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings and options evenings (as appropriate to their responsibilities)

- Support the ethos of the school by upholding the behaviour code, uniform regulations etc.
- Take responsibility for their own professional development and participate in staff training when provided and seeking out other opportunities
- Reflect on their own practice as well as the practice of the school with the aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc.
- Participate in the management of the school by attending various meetings according to the schedule
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Principal
- Be proactive and take responsibility for matters relating to Health and Safety

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.



PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Education to degree or equivalent level + QTS • Evidence of recent professional development • Willingness to undertake the National Award for SEN Coordinators 	<ul style="list-style-type: none"> • Evidence of further professional study in the area of SEN • Experience working as a SENDCO or completion of the National Award for SEN Coordinators
Specialist Knowledge & Skills	<ul style="list-style-type: none"> • Outstanding teacher with evidence of successful teaching in a secondary school • Outstanding knowledge and understanding of the range of complex needs experienced by young people who find it challenging to access the normal school curriculum • Up to date knowledge of curriculum and assessment, the development of literacy across the curriculum and changes to the code of practice • Ability to use data and strategic information to raise student attainment • ICT competency • Knowledge and understanding of safeguarding issues 	<ul style="list-style-type: none"> • Understanding of SEN funding • Knowledge and understanding of inclusion in a whole school setting • Contribution to a whole school behaviour strategy
Leadership & Management	<ul style="list-style-type: none"> • Ability to set clear expectations, to demand high standards and to hold others to account • Positive attitude towards change; innovative and self-reflective • The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail • The ability to motivate and enthuse colleagues • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • Excellent presentation skills with the ability to lead training • Experience of leading a large team of teachers and support staff • Experience of working with a variety of SEN in a variety of different contexts • Experience of partnership working with parents and external agencies

cont.

	Essential	Desirable
Leadership & Management cont.	<ul style="list-style-type: none"> • Ability to chair meetings effectively and delegate • Good negotiating skills and the ability to diffuse situations • Resilient when faced with complex situations 	
Relevant Experience	<ul style="list-style-type: none"> • Recent experience in a comprehensive school 	<ul style="list-style-type: none"> • Recent experience of leadership and management in the area of SEN • Successful experience of leading a significant 'new initiative' • Experience of partnership working
Additional Requirements	<ul style="list-style-type: none"> • Commitment to continuous improvement • Commitment to meeting the needs of all students • Sense of humour, presence, drive, passion and flexibility • Able to work independently and as part of a team • Approachable and sensitive to the needs of others • Openness and willingness to address and discuss relevant issues 	<ul style="list-style-type: none"> • Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school

Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

HOW TO APPLY

Complete the application form on the TES website. Your supporting statement must include references to the job description and person specification. In addition, please explain why you are the right person for the role, specifically in relation to Saracens High School.

We encourage early applications, and reserve the right to close this vacancy at any time should the right candidate be found.

If you have any questions or would like a general conversation about the role, please contact Susan Poole, Project Manager, in the first instance, on 0203 675 7212 or email vacancies@thesaracenshighschool.co.uk.

The closing date is 10am, Monday 22nd January 2018.

The assessment and selection process will take place on either Monday 29th January or Monday 5th February 2018.



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www.thesaracenshighschool.co.uk



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