



Job Pack
Special Needs Coordinator



Content

CEO Letter Page 3
Job Description Page 5
Person Specification Page 9
Job advert Page 11

March 2022

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust.

The SEARCH Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our intent is to grow strong, sustainable and successful school communities which: **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning; **Empower** young people to be entrepreneurial and creative leaders of the future; **Aspire** for young people to discover how they can be the best they can be; **Reach** out to everyone, celebrate diversity, and leave no one behind; **Collaborate** to develop a community of shared practice and effective partnerships for school improvement; **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

We call this our SEARCH Vision and these values and ideals, which are at the heart of our community, provide a space within the wider education system where schools can come to work together, to grow and flourish. We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We also work by our SEARCH principles. We work **for Children and for Schools** and we run on the principle of **by Schools for Schools** listening to the needs of each local school and its leadership in order to create excellent educational provision and **success for all**. The key principles are: **Subsidiarity** – the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability; **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity; **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose; **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better; **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all; **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

Together our SEARCH Vision and Principles enable us to focus on what really matters, that is continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development. All our Trust Services are directed toward helping our schools to give our young

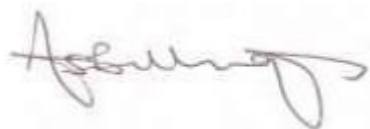
people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the intent, vision and principles of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Yours Faithfully



Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

Job description

Post	Special Needs Coordinator (SENCo)
Grade	MPS/UPS TLR 1A + SEN Allowance
Contract	Permanent
Post Tenable	September 2022
Responsible to	Deputy Headteacher

Purpose

We require a visionary SENCO to work in collaboration with the Head Teacher and SLT to lead, manage and advise on SEND within the school

The Special Needs Coordinator will be an experienced professional accountable to the Head Teacher and the Governing Body for leading on all aspects of Special Educational Needs.

Principal Accountabilities

The successful candidate will be required to:

- lead, manage and advise on inclusion within the school ensuring our stator duties are fulfilled and students are well supported in line with their EHCP/need profile
- work to identify students with special educational needs working closely with the EAL lead and literacy Lead
- contribute to the development of a curriculum that challenges and meets the needs of all our students
- lead and develop the learning of young people in the school through developing inclusive and informed teaching
- develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- innovate and maintain structures to support the success of students within the curriculum, including the development of individual and small group interventions
- liaise with appropriate bodies inside and outside the school that support students – teachers, primary schools, secondary transfer panel, MAP, etc.
- manage transition points for students from primary school and then onto post 16
- manage the Learning Support staff
- manage the EHCP application and review process
- lead the internal assessment processes to identify SEND student

Main Activities and Responsibilities

- The specific nature and balance of these responsibilities will vary according to the needs of the school

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description

- To be responsible for teaching across both key stages

The internal organisation, management and control of the school

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school
- planning and delivering improvement which will translate school aims and policies into actions
- identifying, planning, timetabling, running, staffing and monitoring intervention and small groups, supporting students in need of intervention
- implementing the Equal Opportunities; Safeguarding and Health and Safety policies for all staff and pupils
- the efficient organisation, management and supervision of school routines

Curriculum Development

To lead:

- in advising on the development of creative and inclusive schemes of work for all subjects
- in identifying the progress of students with Special Educational Needs, and taking appropriate action to support learning
- identifying, running and monitoring interventions to ensure that all students reach their potential and are able to access the curriculum
- the development of policies and practices in to reflect and build upon the genuinely inclusive ethos of the school
- staff training in supporting inclusive teaching

To contribute to:

- Curriculum planning across all faculties
- The planning and delivery of SEARCH days

Student Care

To support:

- The effective induction of all pupils into the **SEARCH** ethos within the school and to ensure that it is developed and maintained
- **School Matters:** School Code of Conduct/Rewards and Sanctions/Using data to monitor behaviour within the school and creating appropriate interventions

Effort: Use data to monitor effort and ensure that in school life effort is nurtured and rewarded

Achievement: Ensuring that data is used to monitor achievement and that it is rewarded within the house for individuals and groups

Responsibility: Ensure that students take responsibility for their own learning

Citizenship: Develop the whole school community and the role of students within the wider community

High Aspirations: Nurture and develop High Aspirations within the House

- in the development of strategic assemblies within the school that support the ethos of SEARCH and

the spiritual and moral development of our students

- the handling of individual pupil disciplinary cases
- work with teachers and other outside agencies to ensure that the needs of the house are met through a structured approach to multi-agency work.

Leadership

- To model excellence
- To be responsible for the development, line management and performance management of staff working within SEN
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and the development and delivery of sound procedures to ensure accountability
- To participate in arrangements for the appraisal of the performance of teachers and learning support staff within the team
- To lead on other areas of responsibility where designated by the Head Teacher
- To lead multi-agency work within the SEND arena

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions, including attending meetings and making reports
- To help in maintain and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and subject developments
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

Candidates should have a proven record of:

- success in their teaching within the context of secondary education, and knowledge in and expertise about the area of inclusion

The successful candidate should have:

- a passion for providing opportunities for all students to reach their potential within a genuine community environment
- an inclusive approach to education including those on the autistic spectrum
- a commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts
- the ambition to make Heartlands High School a model of successful inclusive practice

The Governors seek to appoint strong, dynamic and talented teachers who will work hard to take the school forward in these early stages. As such, a commitment to high standards of achievement and responsible behaviour is paramount.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed:

Signature of postholder:

Name of postholder:

Person specification

	Essential	Desirable
Qualifications		
To have achieved Qualified Teacher Status/GTC Registered, including the English and Maths elements and The National Award for Special Educational Needs Co-ordination	✓	
Recognised good honors degree or equivalent in a relevant discipline	✓	
Experience		
Have a secure knowledge and understanding of the curriculum areas and related pedagogy	✓	
An awareness of the contribution that the subject can make to cross curricular learning	✓	
Have high expectations for all young people including a commitment to ensuring that they can achieve their full potential	✓	
Hold positive values and attitudes and adopt high standards of behaviour in a professional role	✓	
Understanding of strategies for raising achievement and achieving excellence for students	✓	
Evidence of excellent classroom practice	✓	
Excellent understanding of effective and engaging teaching methods	✓	
Commitment to active and enjoyable learning for students	✓	
Successful experience of working within a department or faculty	✓	
Evidence of at least two successful teaching placements	✓	
The successful candidate will be a good team player, with a distinct sense of purpose as a teacher who can communicate a love of the subject and bring strong intellectual commitment to their role	✓	
have a good understanding of the use of assessment for learning	✓	
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND	✓	
Skills		
Personal		

inspire, challenge and motivate students as they learn	✓	
build and maintain effective relationships	✓	
develop as an active member of the learning area and school team	✓	
contribute to creating, maintaining and sharing a coherent school vision	✓	
set and achieve ambitious, challenging goals and targets	✓	
prioritise and plan effectively	✓	
listen to and reflect on feedback from others, including colleagues and governors	✓	
think creatively to anticipate and solve problems	✓	
show excellent communication skills	✓	
The ability to plan lessons and sequences with clear objectives to ensure progression for all students	✓	
The ability to set consistently high expectations for all students through classwork and homework	✓	
A commitment to developing out of school hours activities to enhance the teaching and learning process and increase opportunities for students.	✓	
IT Skills		
maximise the benefits that new technologies provide and have the ICT skills required to be effective in role	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Post Title: Special Needs Coordinator

Closing Date: 10 a.m. on Friday 18th March 2022

Salary: MPS/UPS TLR 1A +SEN allowance

Location: Haringey

Post Tenable: September 2022

Responsible to: Deputy Headteacher

We require a visionary SENCo to work in collaboration with the Head Teacher and SLT to lead, manage and advise on SEND within the school. The right candidate will be knowledgeable about the SEND landscape, research and outstanding practice. They will bring passion, experience and energy to this fantastic team.

Over 5% of students at HHS have an EHCP and 20% would be considered to have additional needs. The SENCO will run a department with one full time SEND teacher, mainstream core advisors, 13 LSAs, Lead LSAs and a full time administrator.

The SENCO will oversee the mainstream provision for SEND students as well as our bespoke pathway at KS3 and 4. Our bespoke classes are held in our SEND space; this is a dedicated area of the school which has a staff office and relaxation space, student sensory space, break out rooms, SEND catering suite and SEND classrooms.

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- A very well resourced department with direct SLT support
- The opportunity to serve the most deserving students in a new, well-resourced department and school

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and



support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With excellent facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to the Headteacher and Customer Services Manager Maria.levenson@heartlands.haringey.sch.uk.

If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

Completed application forms should be submitted on TES by Friday 18th March at 10 a.m. and interviews to be held week commencing 21st March 2022. Please click [HERE](#) to apply.

NB: Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.