

HEXTHORPE PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

SENDCO

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

- Care about children and enhancing their academic and social experiences
- Are highly motivated and enthusiastic
- Are creative and innovative and an effective communicator
- Can demonstrate high standards in yourself and your work and expect high standards from others
- Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life
- Are committed to your own professional learning and are reflective in your practice
- Are aspirational for yourself and the academy.

We are looking forward to hearing from you!

Jeni Harrison

Principal at Hexthorpe Primary Academy



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
SENDCO

REPORTING TO:
Principal

SALARY RANGE:
£30,291 - £47,452 per annum plus TLR 2a pro rata
MPS / UPS plus TLR 2a - £3,214 per annum pro rata

CONTRACT TYPE:
Permanent

WORKING PATTERN:
0.8 FTE





Role Description

Purpose

The SENDCO will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability.
- Provide professional guidance to colleagues, working closely with the SENDCO, staff, parents and other agencies.
- Support the provision of assessment, support and guidance for students with additional needs (Access Arrangements).
- Plan individual learning programmes and support because of assessment, review progress and feedback to teachers. They will work with all members of staff to provide strategies and guidance in supporting pupils both in the classroom and on a one-to-one basis.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions.
- Provide professional support to secure high-quality teaching, learning, delivery of curriculum and student outcomes for students with additional needs.
- In collaboration with others, support the improvement of the standards of attainment and progress of students with additional needs, the quality and delivery of the curriculum for students with additional need.

Main Duties and Responsibilities

- To support the strategic development of SEND policy and provision and have a strategic overview of provision for students with SEND across the school, monitoring and reviewing the quality of provision.
- To contribute to school self-evaluation, particularly with respect to provision for students with SEND or a disability and ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- To maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice, to evaluate whether funding is being used effectively and propose changes to make use of funding more effectively.
- To support the operation of the SEND policy and co-ordination of provision to maintain an accurate SEND register and provision map.
- To provide guidance to colleagues on teaching pupils with SEND or a disability and advise on the graduated approach to SEND support, and analyse assessment data for students with SEND and ensure records are maintained and kept up to date.



Role Description

Main Duties and Responsibilities continued

- To advise on the use of the school's resources to meet pupils' needs effectively, including staff deployment and be aware of the provision in the local offer and secure relevant services for the pupil.
- To line manage a team of support staff.
- To work with early years providers, other schools, educational psychologists, health and social care professionals, and be the key contact for other external agencies especially the local authority.
- To implement and lead intervention groups for students with SEND and evaluate their effectiveness and also co-ordinate provision to ensure that this meets the pupil's needs and monitor its effectiveness.
- To communicate regularly with parents or carers, be the designated teacher for looked-after children and review the education, health and care plan with parents or carers and the student.
- To promote inclusion in the school community and access to the curriculum, facilities and extra-curricular activities and ensure that, if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for them.
- To undertake the Designated Safeguarding Lead training and develop effective working relationships with the Designated Safeguarding Lead.



Person Specification

Experience

- Experience as a SENDCO, or extensive experience in a similar role
- Expertise in SEND with the ability to identify and support improvements in the SEND curriculum
- Recent relevant experience and evidence of a deep understanding of working with children with special educational needs
- Experience of supporting and guiding other teachers
- Experience of working at a whole-school level
- Evidence of a commitment to self-improvement as a professional.

Education and Qualification

- Relevant SENDCO qualification
- Qualified Teacher Status and degree
- Expertise in SEND, including relevant SEND training
- Evidence of ongoing professional development.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.

Skills and Knowledge

- Excellent knowledge and understanding of current issues in SEND and understanding of the assessment of pupils' progress for those with SEND
- The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome
- A thorough understanding of current educational issues
- The ability to manage change effectively
- Skills and understanding necessary to support and guide other teachers
- High level personal IT skills and the ability to use these effectively in a range of situations
- Ability to work under pressure and to deadlines
- High expectation of self and others
- Strong classroom management skills
- An understanding and commitment to the protection and safeguarding of children and young people
- Excellent organisational skills
- Ability to establish and maintain good relationships with students, teachers and parents
- Energy, imagination, loyalty and personal commitment
- Ability to formulate clear and effective mid and long-term plans
- Ability to inspire the trust, confidence and respect of pupils, staff and the community.

This is not exhaustive.

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

