

SENDCo Leader
(Part-time)

Closing Date:

8th January 2024

Early Applications encouraged.



Application Pack



Welcome

As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

Marino Charalambous

Marino Charalambous
Chief Executive Officer



Our mission is to provide every child and young person with an enriching and inspiring educational experience.





Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



Woodpecker Hall Academy – Edmonton

A four form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what connects the Headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

Ms N Ross | Headteacher | Woodpecker Hall Academy
NSCT Leader of Primary Education

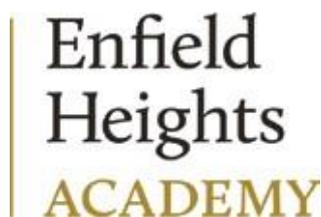


Kingfisher Hall Academy – Enfield

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

Miss G Vincent | Headteacher | Kingfisher Hall Academy



Enfield Heights Academy – Enfield

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

Mrs J Powrie | Headteacher | Enfield Heights Academy



Heron Hall Academy – Ponders End

TES Headteacher of the Year 2022

Finalists for the Pearson ‘Secondary School of the Year’ award 2021

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

Mr A Barzey | Headteacher | Heron Hall Academy

North Star Community Trust

Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

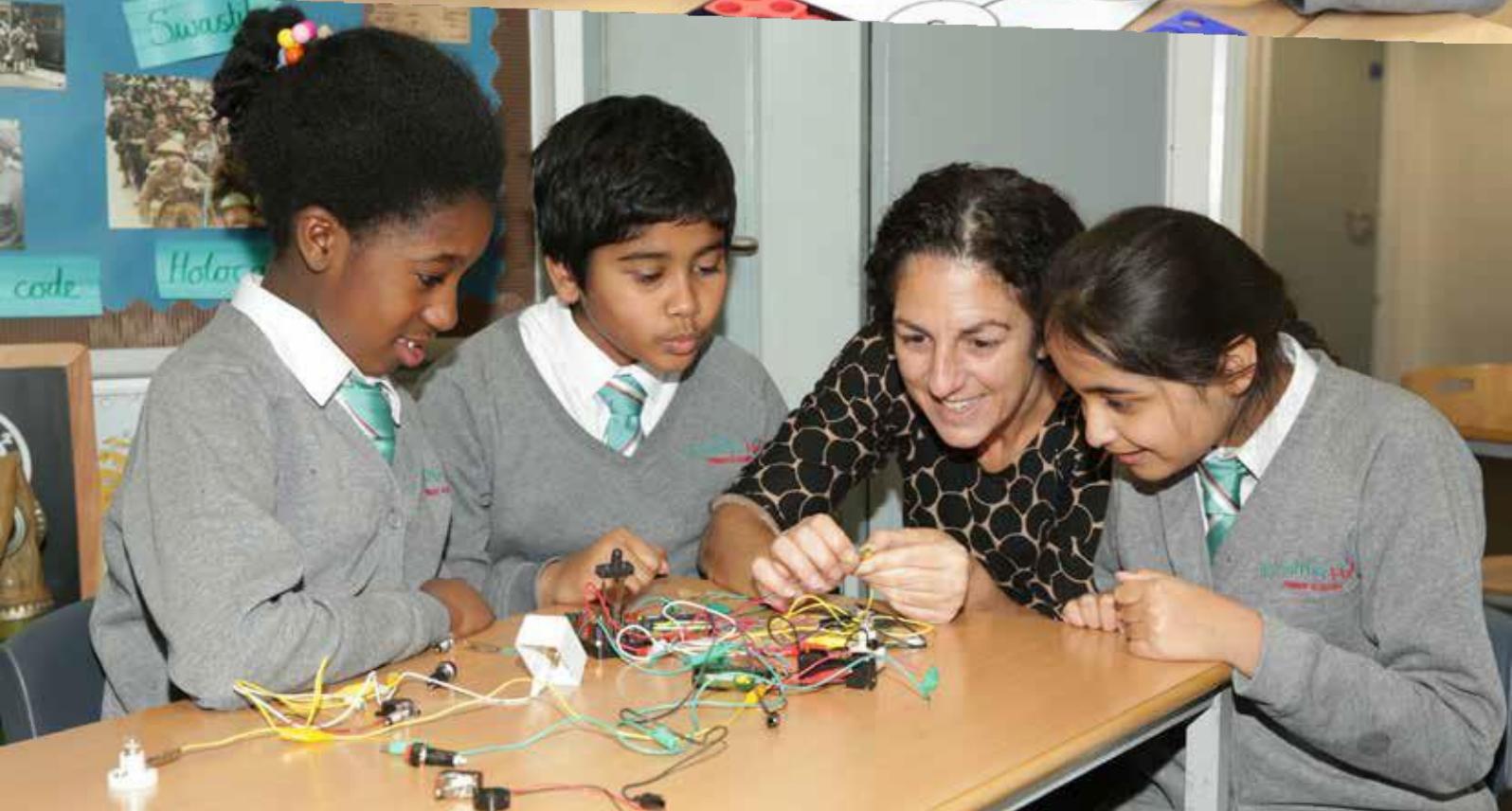
Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



Job Description

Job Title	SENDCo Leader (part-time)
Reports to	Headteacher
Location	North Star Community Trust
Hours	21.6 hours (3 days), 52 weeks per year
Contract Type	Permanent
Salary	NSCT Leadership Pay Scale point 6 £34,273 per annum + generous benefits

Duties and Responsibilities

The SENDco Leader will work with the Senior Leadership Team to develop and implement a personalized curriculum for all children in the Academy with a special educational need. This personalized curriculum will help meet the needs of children with learning and behavioral difficulties, enabling them to realize their potential. The personalized curriculum will help children with physical disabilities to access the full curriculum. The SENDco Leader will work with the child's class teachers to ensure planning for the child's learning and development is based on accurate and regular observations of the stage of development.

In working towards this the SENDco Leader will support the Headteacher and SLT in:

- Ensuring staff promote high expectations for children.
- Enabling all children to reach their targets and have high aspirations.
- Developing partnership working with parents and outside agencies.
- Monitoring the progress of SEN as part of the school improvement plan.
- Establishing success criteria, objectives, and actions for SEN as part of the school improvement plan.
- Completing the SEF with particular emphasis on the evaluation of SEN provision.
- Support, facilitate and monitor the progress of SEN in line with the priorities of the School Development Plan.
- Consulting with stakeholders about SEN provision.

The SENDCo Leader will also:

- Be responsible for maintaining and updating the SEN policy, provide data and analysis of strengths and areas to develop in SEND and curriculum areas as part of an action plan and arranging and monitoring the quality and impact of additional interventions.
- Monitor the progress of individuals and groups of learners using agreed assessment and tracking methods and recommend strategies to remedy difficulties encountered. Work with the SLT to ensure the inclusion of children within the curriculum and the wider life of the school.
- Model good practice to support the development of teachers and teaching assistants.
- Maintain a thorough understanding of educational developments, that include current key educational developments and legislation. Through effective partnership, work with senior

- colleagues, ensure that all aspects of Safeguarding are operational throughout the school.
- Write and review EHCPs.
- Support staff in writing and reviewing effective Learning Support Plans and leading and managing staff.

Working with the Headteacher, the SENDCo Leader will lead, motivate, support, challenge and develop staff through:

- Giving a high priority to inclusion and demonstrating the importance of providing challenge and support for all individuals and groups of children.
- Leading on in-house training relating to SEND.
- Training all staff to lead on identified interventions.
- Developing and supporting staff with their professional knowledge and skills.
- Liaising with Local Authority representatives and outside agencies and supporting their work with other staff in the Academy.
- Provide effective feedback to staff as part of whole school monitoring to ensure continuous improvement to the overall quality of teaching & learning for SEND.
- Lead on the development of specific areas identified through the school improvement plan and deliver staff training and support to ensure school improvement targets are achieved.
- Lead on the performance management process for Teaching Assistants and use the process to develop personal and professional effectiveness.
- Provide SEND support to newly qualified teachers, supply teachers, teachers, and teaching assistants.
- Lead a team of staff in the delivery of a curriculum subject so that it engages, enthuses, motivates, and enables pupils to progress.

General

- Undertake any other appropriate tasks as requested by the Head Teacher.
- Take an active role in the organization of events beyond the school day and demonstrate a strong and active commitment towards participating in the overall life of the school and be a positive role model in the community.
- Create and maintain positive and supportive relationships with staff, parents, and governors.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Take responsibility for the implementation of Child Protection Procedures and safeguarding.
- To write and review policies when required.

Accountability

The SENDCo Leader will support the Headteacher in being accountable to governors for the progress of children with SEND within the Academy, including:

- Providing information as part of the Headteacher's report for the governing body and report to the governor responsible for SEND.
- Supporting and tracking transition for SEND children.
- Reporting to the Headteacher, Deputy Headteachers and Assistant Headteachers on the progress made by children with SEND at the end of each term, maintaining an overview of the standards achieved and level of progress.

- Making every effort to fulfil objectives set as part of the performance management cycle.

N.B. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary and may be subject to modification and amendment at any time after consultation with the holder of the post.

Be prepared to undertake any other duties as reasonably required by the Headteacher.

Person Specification: SENDCo Leader (part-time).

	Essential	Evidence
Qualifications	<p>Qualified Teacher status</p> <p>Good honors degree or equivalent</p> <p>Satisfactory enhanced DBS</p> <p>Valid work visa</p> <p>Evidence of commitment to further professional development</p>	<p>Application Form, certificates and Police checks</p>
Experience	<p>A wealth of experience and consistently successful track record of:</p> <ul style="list-style-type: none"> • Post Graduate Diploma in SEND • SEND Qualification- NASENco • SENDCo experience • Teaching in the Primary Stage (Good/Outstanding teaching and learning observations and work scrutiny feedback) • Writing and supporting staff in reviewing learning support plans • Working with a range of statement pupils and their families • Working closely with a range of outside agencies to support children's needs. • Being in a position of responsibility for an area of management or leadership in school • Initiating and sustaining good partnership working • Participating in a team approach to leadership, including the management of change • Providing INSET and supporting staff development • Involvement in work related to raising levels of achievement. • Experience of monitoring, evaluating, and developing aspects of teaching and learning • Experience of supporting underperforming colleagues 	<p>Application Form, References and Interview</p>
Knowledge and understanding	<p>Should have knowledge and a clear understanding of:</p> <ol style="list-style-type: none"> 1. Achievement <ul style="list-style-type: none"> • Using data and tracking systems to identify, track and raise attainment and progress for pupils. • Sound understanding of barriers to learning for groups of pupils and strategies to overcome these. • Effective strategies to narrow and close the attainment gap for pupils. • Assessment of learning and assessment for Learning • Analyzing and presenting data from a range of sources 2. Leadership <ul style="list-style-type: none"> • Curriculum leadership and the school's role in providing effectively for all pupils. • The role of Leadership in monitoring and developing school 	<p>Application Form, Interview, lesson observation, task, and references</p>

	<p>effectiveness and raising standard of education for all pupils.</p> <ul style="list-style-type: none"> • The role of the Senior Leadership Team • An understanding of the current changes and reforms happening in special educational needs <p>3. Teaching and Learning</p> <ul style="list-style-type: none"> • Inclusive practice and promoting good progress and attainment for key groups of pupils. • Understand a wide range of needs and have effective ideas on how to remove barriers to learning. • Role of interventions and their impact on children’s development • A wide range of teaching & learning strategies and methods • A sound knowledge of metacognition and its impact on progress • The importance of quality first teaching for all children • The importance of developing learning and life skills • A stimulating and purposeful learning environment appropriate for the needs of the child • Ofsted framework and criteria for teaching & learning 	
Skills & Abilities	<ul style="list-style-type: none"> • Proven ability and confidence to lead and manage teams. • Proven ability to establish and maintain collaborative working with a wide range of other professionals, as part of the delivery of multi-agency support services • Proven ability to prioritize and organize. • Validated quality of teaching to be good and outstanding • Effective communication skills, including the ability to negotiate and influence effectively. • Proven ability to identify and support own training needs and those of staff. • Proven ability to appreciate new technology and understand its usefulness within an educational environment. • Proven ability to identify problems/needs and construct solutions. • Initiate and develop opportunities and ideas –strategic thinking. • Ability to adapt to the needs of a situation and change tack. • Analyze and interpret data, solving complex problems. • Engage and communicate with a variety of stakeholders. • Ability to challenge under performance & close gaps in underachievement (staff & pupils) • Ability to organize events, initiatives at whole school level 	Application form, interview, task, and references
Personal characteristics	<ul style="list-style-type: none"> • Innovative and visionary • Honesty and integrity • Determined and resilient • Positive and enthusiastic 	Application Form Interview & interview

	<ul style="list-style-type: none"> • Resourceful and systematic • Empathetic 	task, lesson observation, references
Communication Skills	<ul style="list-style-type: none"> • The ability to communicate ideas and proposed actions, both verbally and in written form, to a variety of audiences • A high level of inter-personal skills including the ability to listen and to put people at ease. • An enthusiastic and lively approach to both teaching and leadership & management • The ability to think creatively 	Application Form Interview, lesson observation and references
Aims and Values	<ul style="list-style-type: none"> • A clear educational philosophy that accords with the aims and values of the school • A clear vision for partnership working. 	Application Form and Interview
Commitment to and awareness of Equal opportunities issues	<ul style="list-style-type: none"> • Proven ability to demonstrate awareness of the principles of and commitment to the promotion of equality of access and opportunity for both staff and children, to overcoming obstacles/barriers to this and to reviewing practices which are counter to it 	Application Form, interview, lesson observation and references
Commitment to and the promotion of Health & Safety at work	<ul style="list-style-type: none"> • Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils. • Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to others and to take appropriate action 	Application Form, interview, lesson observation and references

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

If you are shortlisted, any relevant issues concerning safeguarding children arising from your references will be discussed with you at interview.

Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the roles available at the school and apply via the TES by clicking on the link here:

[SENDco Leader \(Part-time\), Enfield - Tes Jobs](#)

Closing date for applications: 8th January 2024.

Visits to the school are encouraged and welcomed. To arrange a visit please contact HR:

- 0208 443 0708 Ext: 613/691/692 or
- hr@northstartrust.org.uk.

We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

In line with KCSIE updates, an online search will be conducted as part of our due diligence checks on shortlisted candidates.