RODBOROUGH

SENDCo

(with the potential to also include Associate Leader status for School Wellbeing depending upon experience)

Candidate Pack



INSPIRE CHALLENGE LEAD

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Weydon
MULTI ACADEMY TRUST

RODBOROUGH

Welcome from our Principal

Dear Applicant,

Thank you for your interest in our Vacancy. As the new Principal, I am excited about the journey the school is going on. I am looking for staff who are keen to be a part of the Rodborough journey and continue the development of the school.

This is an exciting opportunity for a SENDCo or aspiring SENDCo. Rodborough is in the unique position of being able to offer a candidate the opportunity to work within a mainstream school with a Cullum Centre attached. This is one of only 3 such centres within Surrey supporting children with a diagnosis of ASC. Offering specialist provision alongside a mainstream education.

Rodborough has provided an excellent education to young people between the ages of 11-16 for more than 70 years. Our students make strong progress and achieve very well in national examinations; however, we also place a great deal of emphasis on inspiring and challenging our students to develop as rounded young adults able to play a leading role in their community. As a school we are dedicated to #UnlockingPotential within every child.

Rodborough is proud to be a member of the Weydon Multi-Academy Trust (WMAT) and works closely in partnership with other schools in the Trust. The WMAT comprises of 4 mainstream secondaries and 3 special schools. This provides the opportunity for collaboration across the sectors within the Trust alongside the support from the WMAT Director of SEND.

As a school we are #CommittedToExcellence in all that we do. We are recognised nationally for our work in partnership with the National Autistic Society supporting autistic students within a mainstream school environment. We are also designated a 'Leading Edge' School through the SSAT for our consistently strong student outcomes.

We are a friendly and supportive team of motivated, enthusiastic and well-qualified staff who enjoy working with fantastic students. Our 5Rs – Respect, Resilience, Responsibility, Resourcefulness, Reflection – underpin our pastoral curriculum and what we strive to instil within the students during their time with us.

We value the contribution that all our staff team make to Rodborough and recognise that everyone who joins us contributes to the experience our students have. We are looking for team players who are dedicated and committed to continuous improvement and professional development.

Over the last year our school has seen some exciting development. Recently, we have had a full refurbishment of our English, Maths and Languages block. We have also recently opened our new 3G Sports Pitch.

Please see the WMAT staff prospectus for details about what our wider Trust can offer you, and visit our school website for further information. Should you have any questions regarding the role, or if you would like to visit us prior to making an application, please do not hesitate to contact us.

I hope you will take the time to review the information within this candidate pack. I welcome conversations and expect all interested candidates to visit Rodborough School to see for themselves what a fantastic opportunity this is. These can be arranged via our Recruitment Partner, **Vonya Campey** at **Academicis**. Vonya can be contacted at **vcampey@academicis.co.uk** or on **07340 010983**.

I know from my own experience how long it takes to draft letters of application and thank you in advance for your time and effort. Thank you for your interest in this post and whatever the outcome, may I wish you the best of fortune in your future career.

We look forward to welcoming you to Rodborough.

Yours sincerely,



Emma Hunston
Principal

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Welcome from our Head of SEN for WMAT

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Dear Prospective Applicant,

Thank you for considering one of our WMAT schools for the next chapter of your career.

WMAT is comprised of seven unique schools who work collaboratively to provide the best possible outcomes for our young people. We believe we are stronger together and aim to transform our student's lives. Within the trust, we are fortunate to have three specialist schools, two of which are for students with Learning and Additional Needs (LAN) and the other for pupils with Severe and Profound Multiple Learning Difficulties (SLD/PMLD). We are also privileged that one of our Headteachers, Darryl Morgan (OBE), is a National Leader of Education.

There is already a wealth of knowledge, skills and expertise in the many areas of SEND within WMAT. Therefore, our schools will support one another with finding the right solutions and approaches for our students. We benefit from cross-working groups and collaborating on specific projects to support our decision making and implement effective systems within our schools.

Within WMAT, there always are opportunities to grow and develop. CPD is delivered internally on aspects of SEND across our schools. Many of our SEND staff are also on external training courses to become HLTAs, Qualified Teachers, Specialist Teachers, Specialist Exams Concessions Testers and SENDCos. Our staff also benefit from experienced SEND Leaders coaching them. We are proud to have developed a highly skilled workforce who we continue to invest in.

Our relationships with parents and carers are of great importance to us. We hold the belief that parents are the experts in their children. We value coproduction and work holistically to ensure our young people receive the right support. WMAT schools organise events for parents and carers, from coffee mornings to training events, as we want to build a community that can support and learn from one another.

The best thing about our schools is our students. They are at the heart of everything we do. The staff in our schools strive to make our schools fully inclusive so that our young people with SEND thrive in our care.

We look forward to welcoming you to our schools.

Ms Zara Wright
Director of SEND



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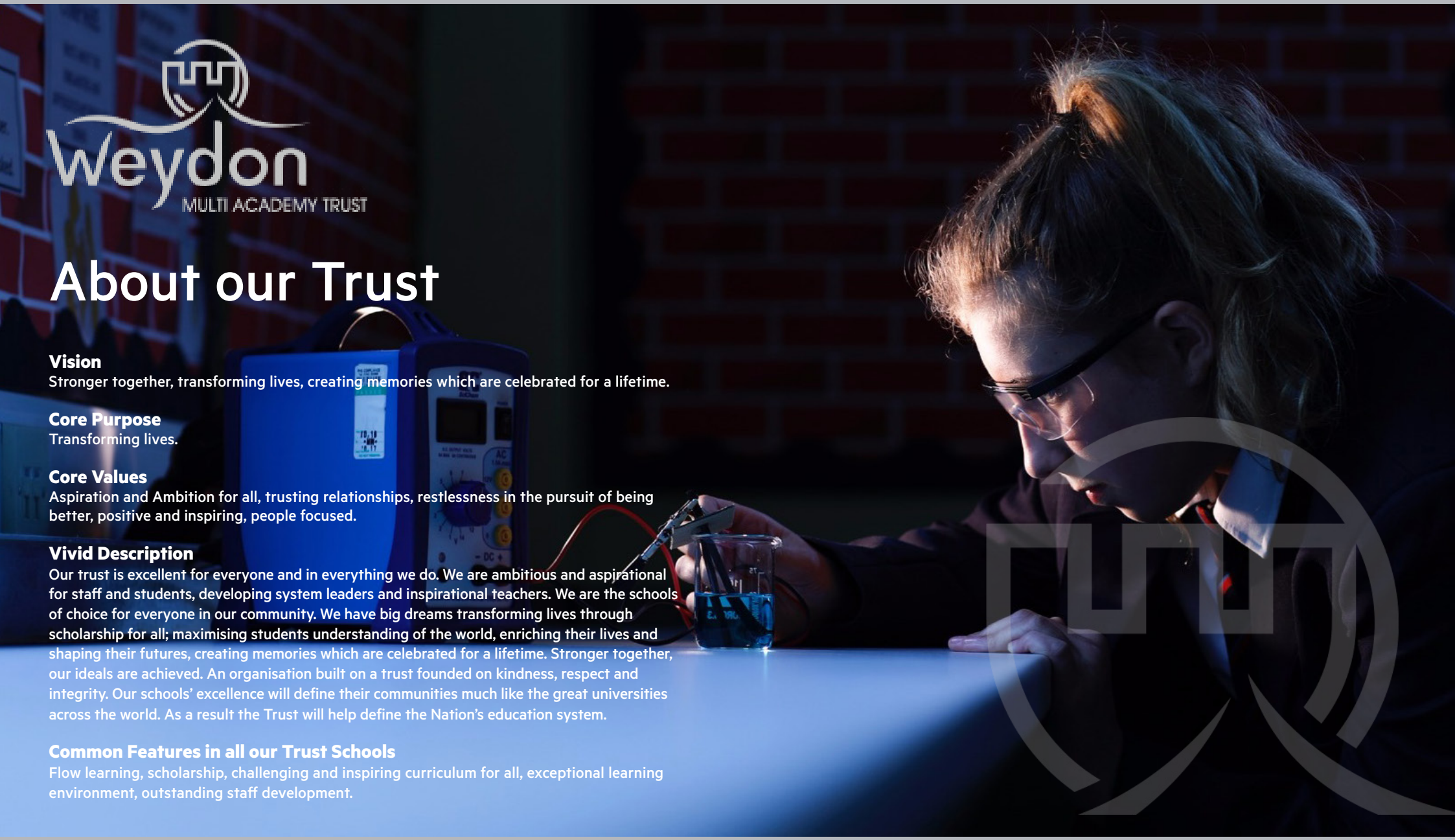
About our Trust



Vision
Stronger together, transforming lives, creating memories which are celebrated for a lifetime.

Core Purpose
Transforming lives.

Core Values
Aspiration and Ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focused.

Vivid Description
Our trust is excellent for everyone and in everything we do. We are ambitious and aspirational for staff and students, developing system leaders and inspirational teachers. We are the schools of choice for everyone in our community. We have big dreams transforming lives through scholarship for all; maximising students understanding of the world, enriching their lives and shaping their futures, creating memories which are celebrated for a lifetime. Stronger together, our ideals are achieved. An organisation built on a trust founded on kindness, respect and integrity. Our schools' excellence will define their communities much like the great universities across the world. As a result the Trust will help define the Nation's education system.

Common Features in all our Trust Schools
Flow learning, scholarship, challenging and inspiring curriculum for all, exceptional learning environment, outstanding staff development.

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About Rodborough School

Our Vision

Developing the learners of today to become the creative, respectful and successful leaders of tomorrow.

We will do this by:

- Inspiring each other to develop new skills and explore new opportunities.
- Challenging each other to excel in all that we do.
- Leading each other in our learning and personal development.

Our Values

To develop:

- Students who make excellent progress in all aspects of their school life.
- Inspired learners with inquisitive minds and a thirst for knowledge.
- Students who have exceptionally positive attitudes towards learning and their community.
- Confident and creative leaders in all areas of our community.

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Job Description: SENDCo

Job Title: SENDCo (with the potential to also include Associate Leader status for School Wellbeing depending upon experience)

Accountable to: Principal

Start Date: April 2023 or sooner

Salary: Surrey Fringe MPS/UPS with TLR (Leadership pay scale available depending upon experience)

Job Purpose: To support the school by leading the strategic development and practical implementation of the school's special educational needs (SEND) policy and overseeing the day to day operation of that policy so that every student with special needs makes good progress and achieves well

Focus of Job: Student facing

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Job Description continued

Key Tasks

- Carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document.
- Lead the Student Support department.
- Teach within the age range 11-16 (subjects commensurate with your expertise).
- Act as a member of the school's student support and guidance organisation as directed by the Principal.
- Work collaboratively within the Senior Leadership Team.

Key Accountabilities

- Strategic development, evaluation and implementation of the school's special needs policy and provision.
- Supporting all staff in identifying, assessing and planning to meet the needs of all students who have special educational needs.
- Making and organising specialist provision for students with recognised special educational needs.
- Liaising with parents/carers and a range of specialists and agencies to plan and evaluate provision, including preparing and reviewing formal documentation on behalf of students.
- Leading, developing and managing the learning support team.
- Effective and efficient deployment of resources to meet the other accountabilities.

Key Responsibilities

- Support all staff in understanding the needs of students with SEN and ensure the objectives to develop SEN provision and practice are appropriately reflected in the school development plan.
- Provide professional guidance, support and development to staff to secure good teaching for SEN students.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Monitor progress of objectives and targets for students with SEND, evaluate the effectiveness of teaching and learning in relation to supporting special needs and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national data and advise the SLT on what is required to maximise achievement.
- Liaise with staff, parents, external agencies and WMAT to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Work with the SLT and staff to develop effective ways of bridging barriers to learning for students with SEN through:
- Early and effective assessment of needs.
- Supervision of the work of support staff to include timetabling.
- Annual Reviews including monitoring, evaluation and reviews of EHC plans, as well as being the link person between parents/carers and outside agencies.

Job Description continued

- Prepare documentation on individual students for external agencies/meetings
- Liaise and direct specialist support in the school.
- Monitoring of teaching, learning and student achievement within school systems.
- Liaising closely with members of the safeguarding team.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- Co-ordinate annual and interim reviews and attend/chair meetings when necessary.
- Attend or co-ordinate Year 6 Reviews as appropriate for primary students to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 students requiring advice about provision.

Professional

- Attend scheduled department and school staff meetings.
- Attend parents' consultation meetings as directed.
- Participate in the school's Performance Management scheme.
- Participate in the In-Service Training programmes organised by the school and other relevant bodies.
- Implement school policies.
- Take responsibility for own professional development, setting objectives for improvements.
- Engage in collaborative work across the school and WMAT.

Additional Duties and Responsibilities

- To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- First Aid as required.
- Admin as required.
- Back up for other roles as required.
- Ad hoc duties as required.

Training

- Training will be provided in school and externally, if deemed necessary to the role.

This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.

Weydon Multi Academy Trust and Rodborough School are committed to protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Person Specification: SENDCo

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	Essential	Desirable
Education and Training	• Qualified teacher • Good honours degree • Specific training/qualification in working with students with special needs • Good knowledge of Code of Practice and relevant regulations and requirements and current developments in this field • NASENCO Qualification OR willingness to complete whilst in post	• Relevant professional qualifications/membership(s) • Training in assessment and evaluation of special needs and provision • Clear understanding of safeguarding procedures
Curriculum Experience	• Successful teacher of any subject • Successful experience of curriculum or provision development • Experience of teaching and learning in classroom and in non-classroom contexts • Experience of teaching across age and ability range	• Experience of planning provision (e.g. timetabling and staffing) • Successful experience in a mainstream school SEN role including applying for an EHCP and exam access arrangements
Pastoral Experience	• Successful in working with parents to support students • Successful in working with "agencies" to support students	• Successful form tutor • Experience of providing specific, planned learning support through others (e.g. assistants or teachers) • Experience of working with children with Mental Health • Mental Health First Aid Qualification
Leadership and Management Experience	• Credible and confident in leading a team • Credible and confident in communicating with school staff at all levels • Credible and confident in making and communicating plans and implementing them through others • Able to manage difficult conversations	• Successful "whole school" role(s) or initiative(s) • Successful in working closely with senior leadership team and with Governors • Successful, substantial strategic role or responsibility • An understanding of school accountability measures
Personal Qualities	• Committed, reliable and trustworthy • "Self-starter" – able to plan and work on own initiative • Excellent communicator and able to inspire others • Warm and welcoming while always completely professional • Robust, resilient and positive! • Sense of humour	

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How to apply:

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact **Vonya Campey** at **Academicis: vcampey@academicis.co.uk** or **01223 907974 / 07340 010983**. Please email your application to: **vcampey@academicis.co.uk**

Closing date: **Monday, 30th January 2023**
Shortlist date: **Tuesday, 31st January 2023**
Interviews: **Tuesday, 7th February 2023**

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Petworth Road • Milford • Godalming • Surrey • GU8 5BZ

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