

Christ's College, Guildford



SENDCO

**To start in September 2019
Information booklet for prospective applicants**

Christ's College, Guildford

Dear Applicant,

Thank you for your interest in the role of SENDCO at Christ's College. This is a vital role for our school to enhance the positive life chances for our students through success and achievement. We are looking for a suitably qualified candidate or someone with experience who is willing to achieve the National SENCO award. There is a teaching commitment with this role of 10 hours per week.

Christ's College is an exciting place to work with dedicated staff, positive students and supportive parents. At our last OFSTED inspection we were rated as Good and have seen many improvements since that inspection. In 2010 and 2016 we received letters from the Department for Education recognising the improvements we have made. We are looking for colleagues to join us in working to make Christ's College even better in the future.

We have seen a rise in the number of families making Christ's College their first choice of secondary education. In 2014 we increased our intake numbers from 125 to 156. In the last three years we have been significantly oversubscribed which is confirmed for September 2019.

We have a proven track record of excellent professional development opportunities. Staff are provided opportunities for career progression, with high quality training in place.

If you believe yourself to be the right candidate for this position, we would welcome your application. If you would like more information and have questions about the post or the College please contact me on jobs@christscollege.surrey.sch.uk or 01483 537373

I look forward to receiving an application from you.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S Hatch', with a stylized flourish at the end.

Sarah Hatch

Principal

Christ's College, Guildford

About Christ's College

Christ's College is a thriving 11-18 school serving the non-Christian and Christian community of Guildford, Woking and the surrounding areas. We are proud of our Church heritage and hope that this has helped us to create an environment that is inclusive and supportive of all. Our aim for the children at Christ's College is that they should develop the values of service, respect, stewardship, co-operation and love. We know that success only comes through hard work and perseverance; life can be difficult and therefore we all need resilience; but we need to work with optimism and believe that our hard work will open up great opportunities for us.

Over the last few years Christ's College has continued to grow. We are determined to build upon our high standards and ensure that students at Christ's College achieve excellent outcomes. Our OFSTED inspection (February 2013) the College moved to being rated as good in all areas. OFSTED said of Christ's College:

“Students make good progress from relatively low starting points. They achieve well and enjoy school and the opportunities it presents.”

“The ethos of the school promotes learning. Students feel safe and relationships at all levels in the school are warm and supportive. Students conduct themselves well around the school.”

In our most recent inspection (January 2018) we were recognised as being good in all areas. In 2014, the Governors decided to increase the intake number from 125 to 156. In the last three years the College has been significantly oversubscribed. The plan is that Christ's College will grow from its present size of 750 pupils to approximately 950 pupils by 2020. This increase in size will require an increase in the capacity of both the main building and also the Sixth Form Centre.

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Advantages of working at Christ's College

- There is a real sense of belonging, camaraderie and mutual respect within the whole community
- Parents and governors are highly supportive of the College
- Students are aspirational and committed to their studies
- Staff are dedicated, skilful and hard-working
- There are good opportunities for internal promotion in a growing school which has a tradition of acknowledging and rewarding hard work
- As a relatively small school which offers a full suite of extra-curricular activities, it is easy to be involved in a wide range of enrichment activities in Sport, Performing Arts and elsewhere
- Quality CPD
- A values driven educational establishment which underpins all areas of college life
- A member of The Good Shepherd Trust

The job profile for SENCO

JOB TITLE:	SENDCO
DURATION / HOURS:	Permanent Post with effect from September 2019
PAY:	MPS/UPS plus TLR
ELIGIBLE TO APPLY:	All teachers with suitable skills and experience

SELECTION PROCESS: Method: Please complete the application form found on our website.

Candidates will be assessed as their application is received, therefore early application is recommended and we may interview before the closing date if sufficient strong applicants apply.

PURPOSE OF THE POST:

- To secure excellent outcomes for the SEN students through highly effective management and leadership.
- To work closely with the Principal, Vice Principal and staff within the Intervention and Safeguarding team to secure best practice across the school through effective teamwork, partnership and collaborative working.
- To act as a Designated Deputy Safeguarding Lead.

AREAS OF RESPONSIBILITY:

To work in the following areas:

1. Development and implementation of policy both statutory and school based
2. Safeguarding
3. Looked after children
4. Individual Health Care Plans and policy pertaining to medical issues
5. Outcome, standards, progress, achievement and attendance for SEN students
6. Teaching and learning strategy and support for SEN students across the school
7. Examination Access, administration and policy
8. Development planning, implementation, monitoring and evaluation
9. Target setting, tracking, monitoring and evaluation
10. Partnership and collaboration with external agencies
11. Communication with all stakeholders includes the Governors and The Good Shepherd Trust
12. Work with other school within the Trust to share good practice
13. Strategic understanding and use of external and internal data

Christ's College, Guildford

		Essential	Desirable
1	Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant Degree • Safeguarding Training • The National Award for Special Needs Coordination or in SENDCO post at 2009 or willingness to undertake. • Training in SEND and/or working towards a higher qualification 	<ul style="list-style-type: none"> • Further professional study • Extensive range of SEND qualifications
2	Experience	<ul style="list-style-type: none"> • Working in a mainstream secondary school environment • Working in/at middle or senior leadership • Extensive experience of working with children with special educational needs • Excellent teacher with the ability to inspire and develop others and a proven track record of raising educational standards • Experience of implementing and delivering a range of intervention programmes with individual students, small groups and whole classes • Leading SEN across a school environment • Experience of supporting and working with LAC students • Managing SEND budgets 	<ul style="list-style-type: none"> • Delivering training relating to Special Educational Needs • Leading and supporting training in issues relating to SEN to the whole school • Experience of CAF and TAF processes
3	Knowledge / Skills	<ul style="list-style-type: none"> • SEND procedures and National Curriculum targets and requirements • Ability to create, maintain and analyse student records • Current knowledge of the changes to SEND funding and systems 	

Christ's College, Guildford

4	Personal Qualities	<ul style="list-style-type: none">• Committed to inclusion• Leading by example with high professional standards• Patient and tolerant• Promotes the schools values• Discreet at all times• Ability to work under pressure• Good administrative and organisational skills• Able to work with and lead a team of staff• Good record of attendance and punctuality	
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