



FULLHURST
COMMUNITY COLLEGE
EST. 1991

Assistant SENDCO

Information Pack





Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College. To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1150 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year

In 2016 our Progress 8 measure was +0.48, the highest in Leicester and in 2017 it was +0.64, placing Fullhurst in the top 200 schools in England. Whilst we currently do not have confirmed progress scores for 2018, what we do know is that our 5+ percentage in English and Maths rose by 12% and 4+ by 11%. These outcomes are exceptional; demonstrating the strength of our curriculum and that all groups of Fullhurst students achieve beyond national targets. We are extremely proud of our students' progress and achievement which continues to increase year on year.

Due to both the success and the popularity of the college, Fullhurst is currently expanding in student numbers and over the next three years we will grow to accommodate 1500 students. To facilitate this, a new build is being developed in conjunction with Leicester City Council on Ellesmere Road. We have named this site Fullhurst Fosse Campus; it will operate as a Key Stage 3 hub from August 2019. As a result, we need to increase our staffing capacity and therefore these roles are being advertised.

Fullhurst Community College was inspected by Ofsted in January 2018. The visit was the first short inspection carried out since the college was judged to be good in October 2012. We are very proud to announce that Fullhurst Community College continues to be good. The report states; *"Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."* Challenge Partner reviews, most recently in 2017, suggest the school has many outstanding features. In 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards, In December 2017, we were extremely proud to be announced as the Leicester Mercury School of the Year 2017 and in June 2018, we were announced as Silver Award winners in the Pearson National School of the Year Awards.

Your involvement in our journey to outstanding cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk Visits to the college are welcomed and encouraged; please contact us to arrange a convenient time. I look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position.

Yours faithfully

S Piggot
Principal

Transforming lives

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www.fullhurst.leicester.sch.uk



Transforming lives at Fullhurst Community College



Fullhurst Community College's priority is to provide the highest quality education for every student in a supportive and inspiring environment. It is our aim that students leave the college as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to succeed and make a positive contribution to society. We take great pride in seeing our students flourish and move on as confident young adults.

Our newly built Fosse Campus has been designed to echo the current Imperial Campus, with the blending of the traditional heritage of the front of the site with the new build at the rear. The continuity across the two sites maintains the college's strong branding and identity and will aid the transition of students between the two campuses.

The new campus has involved refurbishment and extension of the current building as well as the construction of a new teaching block including new classrooms, science labs, a music room, food technology facilities and a drama studio. There is also external landscaping, with car parking and play areas, plus a courtyard with outdoor dining facilities. Fullhurst Principal, Mr S Piggot, said; "We're very proud of our growth over the past few years, with Fullhurst now being rated in the top 200 schools nationally. The learning environment is vitally important for both students and staff. Getting these state of the art new facilities will not only allow us to welcome more new students to the college, it will also help us to continue to raise standards."

We offer a broad and balanced curriculum designed to ensure that every student has the opportunity to fulfil their potential. Students follow personalised pathways for learning which meet their individual needs. All students learn more about the world around them in Citizenship and RE lessons and through our tutor programme. Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College including trips and workshops, work experience and mock interviews.

We strive to ensure that work is closely matched to students' abilities and rigorous enough to provide the challenge necessary for students to achieve their very best. We know that some of our students have individual learning needs which may affect their progress across the curriculum and we have a committed team of teachers and teaching assistants trained to support students with a variety of needs, able to facilitate in class support, small group work and individual one-to-one support. Students showing aptitude in specific areas will join our more-able groups which run in all curriculum areas.

The positive benefits of the Pupil Premium can be seen across the college and particularly in the increasing percentage of students making better than average progress. We were extremely proud to be announced as Secondary Regional Champion at the Pupil Premium Awards 2017. The award recognises the college's success in raising aspirations and ensuring disadvantaged students can fulfil their full potential. We're continually looking to improve the outcomes for our students.



Transforming lives

Fullhurst Community College

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *"Staff value the support they receive from senior leaders as well as the focus on their well-being."* Ofsted January 2018

What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.



Transforming lives

What staff have to say about Fullhurst Community College



"When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work."

Mrs C Bailey
Deputy Principal

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

Mrs V Adeniyi
Standards and Progress Leader, Maths and ICT

"Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future."

Mr T Jones
Teacher of English and Film Studies

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

Miss T Marlow
Technician, Science

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird
Head of PE

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on, I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

Mrs R Buckle
Head of Year 11

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

Mr S Willcock
Assistant Principal

"I joined Fullhurst Community College in 2013 as Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from challenging backgrounds. I work closely with staff and students which enables me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. At Fullhurst, staff are encouraged to develop their skills and are given ample opportunities for professional development. This motivated me to apply for a new position and in autumn 2018 I was successful in securing the role of English Mentor. I am passionate about English, as a mentor I teach English to small groups of students and I thoroughly enjoy the outcomes I achieve. I chose to work at Fullhurst because I wanted to make a difference to young peoples' lives. If you are passionate about transforming and improving the lives of young people, then this could be the school for you."

Ms F Bhattay
English Mentor

Fullhurst Community College

Recruitment advertisement



Post title: Assistant SENDCO

Salary: MPS / UPS + TLR 1A

Contract type: Full time and permanent

Responsible to: SENDCO

Due to the expansion of Fullhurst Community College, we are seeking an Assistant SENDCO to assist in managing the provision for pupils identified as having Special Education Needs and Disabilities (SEND) including promoting high quality teaching, effective implementation and tracking of intervention.

In 2017 our Progress 8 score of +0.64, placed Fullhurst as one of the top 200 schools nationally. Our excellent 2018 outcomes have seen a 12% rise in the number of students achieving a grade 5 or above in both English and Maths. Additionally, we are very proud to be the Department for Education 2017 Pupil Premium Secondary Regional Champion, 2017 Leicester Mercury School of the Year and 2018 finalists in the Pearson National School of Year Awards.

As a college, we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With over 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

Closing date: Monday 14 January 2019 at 9am

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Transforming lives

Fullhurst Community College

Job Description



Post title: Assistant SENDCO

Salary: MPS / UPS + TLR 1A

Contract type: Full time and permanent

Responsible to: SENDCO

Core purpose of the post:

- To assist in managing the provision for pupils identified as having Special Education Needs and Disabilities (SEND) including promoting high quality teaching, effective implementation and tracking of intervention.

Key functions of the role:

Assisting in leading the work of the SEND team

- To assist the SENCO in leading the provision for SEND within school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support.
- To support SENDCO in managing the implementation of an inclusive curriculum.
- Within the context of the school's aims and policies, to work with the SENCO to develop, implement and track intervention groups and support.
- To provide all those with involvement in Special Needs and Learning Support, the support challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning of students as allocated by the SENCO.
- To manage and maintain pupil passports if required.

Specific Responsibilities of the role:

- To support the provision of SEND, including the allocation of support time and the writing of pupil passports.
- To liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirement of EHCP and Element 3 are met fully.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensure that staff are kept informed of pupil's SEND and advise on areas to develop and support.
- To use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENCO.
- To monitor the progress of SEND staff, communicate information to staff and co-ordinate resulting action.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Fullhurst Community College

Person Specification



Post title: Assistant SENDCO
Salary: MPS / UPS + TLR 1A
Contract type: Full time and permanent
Responsible to: SENDCO

Qualifications

Essential	Desirable	Notes
Qualified teacher status.	Commitment to continuing professional development activities.	Application form
Degree or equivalent in a relevant subject.		Application form

Professional attributes

Essential	Desirable	Notes
A proven track record of successful outcomes with all groups of students including those with SEND.	Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.	Application form Letter of application References
Experience of improving outcomes outside your own classroom.		Interviews
Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.		
Hold positive values and attitudes and adopt high standards of behaviour in their professional role.		
Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.		
Communicate effectively with young people and colleagues.		
Communicate effectively with parents, carers and other professionals, conveying timely and relevant information about attainment, objectives, progress and well-being.		
Recognise that communication is a two-way process and encourage parents and carers to participate in discussions about the progress, development and well-being of young people.		

Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of young people, and to raising their levels of attainment		
Have a commitment to collaboration and co-operative working where appropriate.		
Evaluate their performance and be committed to improving their practice through appropriate professional development.		
Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.		
Act upon advice and feedback and be open to coaching and mentoring.		

Professional knowledge and understanding

Essential	Desirable	Notes
Knowledge and understanding of effective leadership methods.	Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.	Application form
Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential, particularly those with SEND.		Letter of application
Know the assessment requirements and arrangements for the subjects / curriculum areas they teach, including those relating to public examinations and qualifications.		Demonstration of teaching ability
Know a range of approaches to assessment, including the importance of formative assessment.		References
Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment.		Interviews
Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.		

Have a secure knowledge and understanding of their subjects / curriculum areas and related pedagogy including: the contribution that their subjects / curriculum areas can make to cross-curricular learning; and recent relevant developments.		
Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for their subjects / curriculum areas and other relevant initiatives across the age and ability range they teach.		
Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.		
Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.		
Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.		
Understand the roles of colleagues such as those having specific responsibilities for learners with special educational needs, disabilities and other individual learning needs, and the contributions they can make to the learning, development and well-being of children and young people.		
Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies.		
Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.		
Know the local arrangements concerning the safeguarding of children and young people.		
Know how to identify potential child abuse or neglect and follow safeguarding procedures.		
Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.		

Professional skills

Essential	Desirable	Notes
To give effective feedback to colleagues on the quality of teaching and learning. This feedback is development and positively impacts upon teaching and learning.	Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject / curriculum knowledge.	Application form
Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge.		Letter of application
Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within the secondary phase and context.	Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally	References
Plan, set and assess homework, other out- of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning.	Promote collaboration and work effectively as a team member.	Interviews
Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range.	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.	
Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion.		
Build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress.		
Develop concepts and processes which enable learners to apply new knowledge, understanding and skills.		
Adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenary sessions effectively.		
Manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners.		
Teach engaging and motivating lessons informed by a well-grounded expectation of learners and designed to raise levels of attainment.		
Make effective use of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.		

Provide timely, accurate and effective feedback on learners' attainment, progress and areas for development.		
Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.		
Use assessment as part of the teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.		
Review the effectiveness of their teaching and its impact on learners' progress, attainment and well-being, refining their approaches where necessary.		
Review the impact of the feedback provided to learners and guide learners on how to improve their attainment.		
Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the college.		
Make use of the local arrangements concerning the safeguarding of children and young people.		
Identify and use opportunities to personalise and extend learning through out-of-college contexts where possible making links between in-college learning and learning in out-of-college contexts.		
Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the college's behaviour policy		
Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.		
Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.		
Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.		
Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil.		

Equal opportunities

Essential	Desirable	Notes
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.		Application form

Commitment to equal opportunities and equal value for all students.		Letter of application References Interviews
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Other conditions

Essential	Desirable	Notes
Able and willing to attend/achieve further training/qualifications where appropriate.		Application form
Knowledge of good practice, policies and procedures in schools/colleges including Child Protection, GDPR and Health & Safety.		Letter of application
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.		References Interviews