



CLAIRE'S COURT

Application Pack

Assistant SENCo

Required for November 2023

Our School

Our curriculum extends far beyond the basics and offers myriad opportunities and stimuli. Your son or daughter will experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Nursery (co-ed 2-4+) Juniors (4-11)
Senior Boys and Girls (11 – 16), Sixth Form (co-ed 16-18)



The Role

We are seeking to appoint an enthusiastic and passionate Assistant SENCo. The purpose of your role is to assist the SENCo with the day to day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEND). The quality of your relationships with the SENCo, Teaching and Learning Assistants and Teachers is of paramount importance.

The successful applicant will work as part of the Learning and Development Department in supporting and including students with learning difficulties and disabilities in mainstream classes. This is a term time role working 8.00 am to 5.15 pm Monday to Friday.

To be successful in this role, you must:

- Have experience and/or qualifications that enable you to be a specialist teacher and assess learners with dyslexia, specific learning differences and barriers to literacy so that you can carry out exam access arrangements
- Ideally, experienced and interested in teaching learners with dyscalculia or low ability in Maths would be desirable.
- Must be confident in supporting learners with ASD, ADHD, Dyslexia
- An excellent communicator with strong leadership skills
- Passionate in using your knowledge of current theory and practice in teaching and learning to provide highly effective curriculum delivery
- An enthusiastic team player, willing to participate fully in the School's extra-curricular programme and wider school life

Above all you must want the very best for our pupils and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards. In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.



Job Specification

Job Purpose

To work as part of the Learning Development Department in supporting and including students with learning difficulties/disabilities in mainstream classes and to assist the SENCo with the day to day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEND).

Work in partnership with: Special Educational Needs Coordinator, Teaching and Learning Assistants, Class Teachers, Other Support Staff and External Agencies.

Key responsibilities

Staff co-ordination and development

- Manage the SEND department in the absence of the SENCo
- Co-ordinate TLA staff to ensure pupils are appropriately supported
- Develop staff with termly Collaborative Progress Meetings
- Attend staff and planning meetings and contribute towards these

Access Arrangements

- Carry out examination access arrangement assessments and complete the required paperwork to enable applications to be made

Pupil Information

- Maintain accurate information on pupils' needs to keep staff fully informed
- Implement agreed work programmes, enabling access to learning for and providing welfare support to individual pupils' that the school has identified as requiring specialist support
- Promote the inclusion and acceptance of all pupils within the classroom and wider school community

Pupil Support and teaching

- Organise an engaging learning environment that supports the needs of pupils
- Aid the assessment of the needs of named pupils and use detailed knowledge and specialist skills to support their learning
- Develop existing support for named pupils so that they can access the curriculum
- Contribute to the organisation and preparation of programmes of support for named pupils
- Plan and teach lessons for these pupils, either individually or through small group interventions
- Support the activities programme, running after school LDD study twice a week
- Support pupils through a handwriting intervention programme

- Establish successful working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage them all in activities
- Operate a clear framework for discipline in line with established school policy, anticipate and manage behaviour constructively, promoting self-control and independence

Pupil progress reviews

- Contribute to the assessment of the development and progress of the pupils
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters

Partnerships

- Share strategies with teachers and teaching assistants for supporting pupils with special educational needs, providing training, advice and support about additional learning needs
- Work with other staff to develop and implement the Individual Learning Programme for pupils
- Liaise effectively with teachers, parents, visiting professionals and the SEND team

General Responsibilities

- Work safely for own protection and the protection for others (see also Health and Safety policy).
- Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Complete and attend all safeguarding and child protection training as required by the school.
- Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.
- Understand and model the importance of inclusion, equality & diversity, and protected characteristics when working with students and colleagues, promoting equal opportunities

Due to the nature of the work the post holder will be engaging in regulated activity with children.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

| REQUIREMENT | ESSENTIAL | DESIRABLE |
|--|---|--|
| Qualification and training | Have experience and/or qualifications that enable you to be a specialist teacher and assess learners with dyslexia, specific learning differences and barriers to literacy so that you can carry out exam access arrangements | |
| Experience | <p>Experienced in supporting learners with a range of specific learning difficulties such as ASD, ADHD, Dyslexia</p> <p>Experience of working with children with SEN at secondary age.</p> | Experienced and interested in teaching learners with dyscalculia or low ability in maths would be desirable. |
| Qualities, skills, knowledge and abilities | <p>Ability to get the best out of children.</p> <p>A sense of humour.</p> <p>Adaptability.</p> <p>Able to work on own and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p> <p>Evidence of the resilience required to cope with the demands of the post</p> | An interest in ICT. |

Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not "protected"** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered 'spent' or 'unspent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to recruitment@clairescourt.com (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Applications must be received by 8 am on Monday 16 Oct 2023. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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www.clairescourt.com

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