GREENSHAW
LEARNING TRUST

Orchard Park
High School



SENDco
Recruitment Pack

ALWAYS
LEARNING

Welcome

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area.

We are thrilled to share with you this exciting opportunity to join us as SENDco and we are pleased to give you some information about our school community, which is aspirational, welcoming and supportive. Our standards are high, classrooms are disruptive free, pupils are polite and courteous and our staff are completely committed to our young people,

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject and who want to work in a vibrant multicultural school which is innovative, forward thinking and research informed in its approach to education.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information: www.greenshawlearningtrust.co.uk. Our own school website will also provide further information about our school www.orchardparkhigh.co.uk.

Mission Statement

Our mission statement declares

> "We are ambitious for our school and its students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background"

We pride ourselves on our positive ethos which drives the personal development, academic achievement and wellbeirig of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond. Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non -negotiables/ It is these qualities which underpin our school community and help it to function as a safe and happy place for all, in which we learn and grow together.

Vision and Values

Our school community is built on the core values of:

Drive, Collaboration, Excellence and Integrity

We encourage all staff, students, parents and carers to support these values in everything we do. We also have a clear understanding and acceptance of the conditions required for effective learning to which we all subscribe and commit to.

They are:

- High expectations of academic success leading to GREAT outcomes for our young people.
- High quality teaching and support delivered by passionate, dedicated and specialised staff who are at the forefront of pedagogical development.
- Exceptional standards of behaviour to support learning and teaching.
- A highly effective pastoral system that builds relationships necessary for achievement.
- A curriculum that meets the needs of all students
- Well maintained buildings and resources that enhance learning.

Orchard Park High School is a thriving, wonderful school, and we look forward to working and learning with you over the coming years.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to the best educational experiences then please read on.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We also welcome visits or conversations with prospective candidates. To arrange a tour or a confidential phone call, please contact Karen Weighill, HR Manager on the school telephone number or email: Kweighill@orchardparkhigh.net



Carly Moran
Headteacher

Greenshaw Learning Trust – 'Always Learning'

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all 'Always Learning'.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found **here**.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	A member of the Senior Leadership Team
Contract:	Permanent
Salary:	Teachers Main Pay Scale/UPS + TLR1B
Hours of Work:	32.5 pw
Place of Work:	The successful post holder will be based at Orchard Park High School
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Schemeare available at: https://www.teacherspensions.co.uk
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description - SENDco

Key Functions:

- To work with the Senior Leadership Team and other colleagues as appropriate to ensure that the school meets its statutory duties in relation to SEND
- To ensure that students with special needs who are vulnerable or at risk, or who have difficulty accessing the curriculum receive appropriate support and guidance
- To ensure that students with special and additional educational needs receive appropriate provision and make good progress in mainstream curriculum lessons and through targeted support
- To ensure that the special educational needs of students are recognised, assessed and communicated to the appropriate members of the school community and that effective support is provided as a consequence
- To monitor the progress of objectives and targets for students with SEND
- To coordinate the work of the Teaching Assistants working with students with additional needs, with a particular focus on subject specialism and pre-teaching

Main Duties/Responsibilities:

- To analyse and interpret relevant school, local and national data in relation to SEND to inform practice
- To support and contribute to the strategic development of SEND policy and provision
- To assess the nature of and extent of students with SEND and ensure that the appropriate members of staff are aware through the use of appropriate channels of communication and use of the SEN MIS to effectively support Teaching and Learning
- To co-ordinate, monitor and evaluate support for students on school action and EHCPs
- To support the coordination of and contribute to Annual Reviews for students with EHCPs
- To ensure that the support in place is necessary, evidence based, rooted in research and promotes independence
- To analyse and interpret student progress systematically to inform planning and recognise the level at which students on the SEN register are achieving against their predicted performance indicators. This data may refer to academic progress or behaviour
- To support the maintenance of an up to date SEN register of students identified as having special and additional educational needs
- To monitor the quality of provision for students on the SEN register
- To offer advice, guidance and support to staff with regards to understanding the needs of SEND students and how to work most effectively with students with special needs generically and for individual students
- To maintain an up to date provision map
- To line manage the Teaching Assistants, developing a subject specific model based on pre-teaching
- To support and uphold the school behaviour policy for all students
- To liaise with the designated SEN governor and other members of the governing body
- To provide appropriate teaching and support strategies to enhance and improve the outcomes of students with SEND
- To ensure that students with SEND get the support and concessions they are entitled to in public examinations
- To liaise with other schools and agencies to ensure effective communication and to promote the interests of individual students and encourage the sharing of good practice
- To liaise with outside agencies as appropriate
- To contribute to whole college school on issues relating to the needs and interest of students with SEND
- To liaise with the SEN Lead Professionals regarding targeted support for SEND students
- To provide reasonable adjustments during detentions, or the ready for learning centre, where the behaviour of students with SEND have not met the expected standard

Behaviour and Safety:

- To have due regard for safeguarding and promoting the welfare of young people in accordance with the Child Protection/Safeguarding and Inclusion policies.
- Support and promote the school's behaviour management policy.
- Ensure the learning environment engages students with learning and promotes good behaviour.
- Monitor the behaviour of students, particularly where poor behaviour correlates with poor attendance.

General:

- To lead and manage the Enhanced Learning Provision (ELP)
- Ensure SEND students access the curriculum
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Keep abreast of all SEND developments
- Exercise a key role in assisting the Headteacher and Governors with the strategic development of SEND policy/provision
- To participate fully in the school ethos and expectations
- To give and receive feedback as part of a regular developmental cycle
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations

Other Requirements:

The SENDCo will be part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Safeguarding :

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. The SENDCo will carry out any reasonable task as directed by the Headteacher, their line manager, or the relevant members of the Senior Leadership Team

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

Criteria	**Essential**	
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	• Ability to maintain confidentiality at all times • Enthusiastic and inspiring • Adaptable, flexible, efficient • Commitment to participate in development and training opportunities • Able to take responsibility and show initiative • Ability to be flexible and supportive to colleagues • Ability to build effective working relationships with a range of partners and stakeholders • Resilience, tact and diplomacy, even when under pressure • Be personable and set a good example to colleagues and pupils • Willingness to contribute to extra-curricular activities	
Criteria	**Essential**	**Desirable**
Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	• Whole school inclusion approaches • An understanding of the current debates around inclusion • An understanding of 'traditional' models of school leadership • An understanding of the role of the local authority in SEND	• Evidence of engagement and participation in national inclusion discourse

Criteria	Essential	Desirable
Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	• Degree • QTS • Commitment to own self development • A nationally recognised SENDCO qualification • Experience of developing and delivering programmes for pupils with SEND • Strong interpersonal skills and an ability to communicate clearly both orally and in writing • Ability to establish and maintain a culture of behaviour for learning within the classroom and the wider school • Ability to use key aspects of ICT to present data • Understanding of the SEND Code of Practice • An understanding of behaviour management strategies • An understanding of national developments in the area of social inclusion and SEND	• Higher qualification in education and/or management • Experience of leading a pastoral team
Criteria	**Essential**	
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	• Developing and implementing strategies for raising achievement and achieving excellence for students, staff and self • School development planning and evaluation • Data analysis and target setting • Using evidence-based information about effective learning and assessment for learning • Identifying and implementing effective strategies for improving teaching and curriculum understanding and effectiveness	• Successful leadership • Change management • Being part of a team that has led a school from one Ofsted category to another (eg Good to Outstanding)

The Application Process

How to Apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed through your online account and you will be kept up to date with the progress of your application.

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than 12 Noon on Thursday 26th January, 2023 Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

Shortlisting

Shortlisting will be finalised **shortly after the closing date.** Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

Interviews

Interviews will be held shortly after shortlisting.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Additional Information

For further information, please contact Karen Weighill, the school's HR Manager at Kweighill@orchardparkhigh.net

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.