



**King's**  
HAWFORD



Details of the post of

# **SUPPORT COORDINATOR (SENCO) PART TIME: 0.8**

at King's Hawford, Worcester



## **The King's School, Worcester: with specific reference to King's Hawford**

### **The Senior School**

King's is an academically selective co-educational school, with two Junior Schools as part of its Foundation. There are approximately 910 pupils in the Senior School which is situated next to the Cathedral and the River Severn on a peaceful and attractive site in the centre of Worcester.

### **The Junior Schools**

King's St Alban's is adjacent to the main site and has approximately 210 boys and girls from ages 5-11 with one to two forms from Reception to Year 2 rising to two to three forms in Years 3 to 6. St Alban's shares many of the facilities of the Senior School.



King's Hawford is just north of Worcester in spacious grounds and currently has approximately 320 children from age 2 to 11. The school was acquired by King's in 1996, at which time it was a free-standing Preparatory School. King's Hawford has two forms from Reception to Year 6 (with one year group of three forms in Year 5). There have been major improvements of the site in recent years. In 2016 a new multi-purpose sports hall, the Bartholomew Barn was opened. This has greatly improved sporting facilities, complementing the existing sports hall. The hall is also used for productions and school events, with tiered seating providing for a well-appointed drama space. The restoration of the Droitwich Canal, which runs by the school, has opened up some excellent new opportunities for water-based activities at King's Hawford.



The great majority of Year 6 children from both Junior Schools proceed to the Senior School by means of an 11+ entrance exam. They are joined in Year 7 by between 40 and 50 children from local Primary Schools.

### **Some history, ancient and modern**

The oldest building at the King's Senior School is College Hall, once the 12th century monks' refectory, subsequently the School Room and now the Assembly Hall. It stands for an enduring relationship with the Cathedral and the Dean and Chapter, from whom we rent it and other buildings around the Green. It recalls the re-founding of the school by Henry VIII in 1541 when the monastery was closed and there began the grammar school tradition that has been an important part of the school's character, particularly in the last hundred years or so, when the fortunes and size of the school have steadily increased.



Hawford Lodge was established as a prep School to the north of Worcester in 1955, occupying a Georgian house adjacent to a farm site.

Two important decisions in the 1990s had an important part in shaping the school into its present form. In 1991, girls were admitted to St Alban's and at 11+ in the Senior School (following 20 years of admission of girls to the Sixth Form). Girls now make up just under 50% of the numbers in all three schools.



### **Development of the school site**

Since taking on responsibility for King's Hawford The King's Foundation has invested heavily in the school, developing specialist teaching rooms for Art, Design, Science and IT, as well as developing a new teaching block with specialist teaching space for Music. New music teaching rooms were developed at the same time, allowing for a wide range of peripatetic music teaching. In 2006 the site was further enhanced by the addition of a landscaped garden area. A new reception area opened during the Easter break 2008. The swimming pool was enclosed in 2011 and multi-purpose hall was completed in March 2016.

### **Academic provision and success**

King's Hawford enjoys a reputation as an academically successful school, with the vast majority of Hawford children progressing to The King's School. In recent years, the school has achieved a very significant number of scholarships to King's. The school does not participate in the National Curriculum assessments at ages 7 and 11.

### **The pastoral system**

Children at Hawford are taught predominantly in form teacher groups to Year 2, with specialist teaching from Year 3. A house system operates from Reception with four Houses Malvern, Clent, Kinver and Bredon. There is an extensive programme of House activities.

### **Sport, outdoor activities and trips**

King's Hawford has a well-earned reputation as a sporting school with all children from Year 3 enjoying two games afternoons. The school occupies a 23-acre site with a good provision of sports pitches and an outdoor hard surface for sports activities. In addition The Cobb provides an indoor sports hall area, which is a shared facility for school assemblies, productions and school events. The new hall has further enhanced these facilities. The school has an enclosed 15 metre pool which can be used year-round. Main sports during the year are rugby union, football, cricket and athletics for boys and hockey, netball, rounders and athletics for the girls. Tennis is also offered. Dance is a key part of the school's sports programme.

King's Hawford provides an extensive offering in terms of outward bounds, with each year group from Year 2 participating in either an overnight camp or a residential visit.





### **The creative and performing arts**

King's Hawford children are involved in a range of musical and creative arts events, with informal concerts, dance and music showcases, productions and a vibrant Arts Week each Summer. Each year separate productions are planned for Years 3 and 4 and for Years 5 and 6 with a Christmas nativity production for the Pre-Prep children. These are invariably musicals and involve all children. All children take part in Christmas productions and a Carol Service. There are regular performance assemblies, to which parents are invited. Music concerts take place throughout the year, with an annual Summer Concert for all children. Dance is strong, with all children from Year 3 taking part in the Dance Showcase.

The school has achieved notable success at the Worcester Competitive Arts Festival, with our Junior Choir winning the u8 Choirs class for the third consecutive year and our u10 Senior Choir being awarded Honours for their performances. Our Jazz Group, entering for the first time, won the u10 Orchestral & Band class, taking away the title from our Orchestra who have enjoyed wins for the previous five consecutive years. Our Guitar Group also won their u10 Strings class.

In 2018 well over 200 children were involved in the Festival, in the music and speech and drama sections.

Music standards are high with 88% of children taking up a musical instrument and an orchestra of 50 plus children. Wind and brass are particularly strong. The choir regularly performs at events, including an annual performance at Worcester Cathedral.

### **Other extra-curricular strengths**

King's Hawford has a wide extra-curricular offering, with all children encouraged to take part in activities after school. These activities include chess, design, horse-riding, swimming, dance, gardening and photography to name a few. The full list of activities can be viewed on the website.

### **Charitable work**

King's Hawford engages in a number of charitable activities – sometimes with the Senior School (the May Walk being an example) while others are for specific charities that Hawford children have voted to support.



## Support Coordinator (SENCo) - Part Time: 0.8

Applications are invited for the post of Support Co-ordinator (SENCo). As well as taking on the normal responsibilities appropriate to a support teacher, the Support Coordinator (or SENCo) will also be responsible for the following:

- Leading staff meeting discussions on all aspects of support teaching at Hawford and contributing to the CPD needs of the staff in all aspects of support provision
- Overseeing the day to day operation of the school's Support Policy
- Coordinating provision for children with support needs
- Liaising with parents and carers
- Take classes where allocated within the timetable
- Reviewing the school's support policy, in association with the Head
- Liaising with other professionals and external agencies (LEA support and educational psychology services, health and social services and voluntary bodies)
- Advising and supporting other practitioners within the school
- Ensuring that IPMs are in place and reviewed at appropriate intervals
- Ensuring that information is collected, recorded and updated
- Ensuring that the assessment, monitoring and reviewing of children in need of support takes place
- Overseeing assessments for children applying for places at King's Hawford
- Ensuring that appropriate records are kept for children identified as needing support and for those with EHC plans
- Liaising with support staff at King's St Alban's and King's Senior School to ensure continuity of provision





### Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils with Support Needs
2. Monitor teaching and learning activities to meet the needs of pupils with Support Needs
3. Identify and teach study skills that will develop pupils' ability to work independently
4. Liaise with other schools to ensure continuity of support and learning when transferring pupils with Support Needs



### Recording and assessment

1. Set targets for raising achievement among pupils with Support Needs
2. Collect and interpret specialist assessment data
3. Set up systems for identifying, assessing and reviewing Support Needs
4. Update the Head on the effectiveness of provision for pupils with Support Needs
5. Develop understanding of learning needs and the importance of raising achievement among pupils
6. Attend parents evenings and keep parents informed about their child's progress



### Leadership

1. Encourage all members of staff to recognise and fulfil their responsibilities to pupils with Support Needs
2. Provide training opportunities for learning support assistants and other teachers to learn about Support Needs
3. Disseminate good practice in Support Needs across the school
4. Identify resources needed to meet the needs of pupils with Support Needs and advise the Head of priorities for expenditure



## Required Characteristics - Information for Candidates

### SENCO/Support Coordinator

CATEGORY	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Graduate</li> <li>• Hold or be working towards the National Award for SEN Co-ordinator</li> <li>• A commitment to develop as a teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in education</li> <li>• Certificate of Competence in Educational Testing/ Diploma or Certificate for Teachers of Children with Specific Learning Difficulties or similar</li> <li>• Evidence of recent involvement in professional development</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience of working successfully with children of primary age or of training successfully to teach this age range.</li> <li>• Experience in SEN or support teaching</li> <li>• A strong commitment to coeducational schooling</li> <li>• Experience of ICT use in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to child centred education</li> <li>• Experience in both Key Stage 1 and Key Stage 2</li> <li>• Experience of working in a coeducational school</li> <li>• Integrated approach to use of ICT in support provision</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent classroom practitioner / support teacher</li> <li>• Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Developed educational philosophy</li> <li>• Competence with a range of educational software and interactive whiteboards</li> </ul>
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the National Curriculum and the Code of Practice</li> <li>• Knowledge and understanding of recent/ key educational issues in primary education</li> <li>• Understanding of the benefits of independent education</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of planning for strategies</li> <li>• Knowledge of a range of phonics, literacy and numeracy strategies</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Sympathy with the Christian ethos of the school</li> <li>• Ability to act sensitively and to work co-operatively with others</li> <li>• Ability to work independently and to take the initiative when needed as well as an understanding of the benefits of team work</li> <li>• Commitment to maintaining a positive attitude</li> <li>• Durability and resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be fully involved in school life</li> <li>• An optimist</li> <li>• A sense of humour</li> </ul>

## Application procedure

All applications will be acknowledged. The closing date for this post is **Tuesday, 15th May 2018**. All applicants will be notified after the closing date whether or not they have been invited to an interview. Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals, not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The school is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the school's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

## How to apply

Please complete an application form (Teaching Staff for posts at King's Hawford) available on the vacancies page of the school website [www.ksw.org.uk/vacancies](http://www.ksw.org.uk/vacancies), and return it with a covering letter detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post to: Head's Secretary: King's Hawford, Claines, Worcester, WR3 7SD or Email: [lcrowe@ksw.org.uk](mailto:lcrowe@ksw.org.uk).

There is no requirement to include a CV, although you are free to do so in addition to your application form, if you think it would be helpful in assessing your achievements and experience.

**Closing date for applications:      Tuesday, 15th May 2018**

**Interview date:                              Wednesday, 23rd May 2018**

**Start date:                                      September 2018**



King's  
WORCESTER

[www.ksw.org.uk](http://www.ksw.org.uk)

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Registered Office: 5 College Green, Worcester WR1 2LL.

Registered in England: Company Number 4776324

Registered Charity Number: 1098236.

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