



# PURLEY CHURCH OF ENGLAND PRIMARY SCHOOL

Purley CE Primary is a school situated in the village of Purley on Thames in West Berkshire, providing education for up to 105 children (aged 3-11 years) across 4 mixed age classes (Nursery and EYFS, Year 1/2, Year 3/4 and Year 5/6).

Our aim is to provide all our pupils with the best opportunities possible within a secure and happy environment. We have a very hard-working dedicated team of staff and governors and we have very supportive parents.

As a Church of England primary school, Purley CE Primary School welcomes families of all faiths and no faith and is committed to serving the community and being open to all those in its catchment. The school also benefits from the support provided by the Oxford Diocesan Board of Education. Our school's vision is 'love to learn; learn to love' inspired by 1 Corinthians 16:14 "Let all that you do be done in love". Our core values of **love, courage and wisdom** permeate the school.

We are looking to appoint a highly effective and dedicated Assistant Headteacher with responsibility for SEND from September 2024 or as close as possible to that date. First and foremost, we are looking for an excellent practitioner who can lead and inspire our pupils and staff and promote our school as a centre of both academic and pastoral excellence at the heart of the community we serve. The Assistant Headteacher / SENDCO must also be committed to help us as a school promote our Christian vision and values.

This post represents an exciting opportunity for someone who wishes to develop their leadership skills. Balanced with some class teaching, you will have ownership of the SEN budget and coordinate staffing to support those pupils with SEND. You will have some experience of Leadership, ideally with the required qualification in SEND (NASENCO award) or be willing to complete the NPQ in SEN.

Although small in pupil numbers and footprint, our school has much to offer our pupils and staff. For a true feel of the school, contact us via [recruitment@purley.sch.uk](mailto:recruitment@purley.sch.uk) or telephone us on 01189 842384 to make an appointment to visit us and meet with the Headteacher.

We look forward to welcoming you to visit our school and thank you for your interest in this post.

Amy Holland  
Headteacher

## JOB DESCRIPTION

<b>Authority: West Berkshire Council</b>	<b>Location: Purley Primary School</b>
<b>Job Title: Assistant Headteacher and SENDCo</b>	<b>Salary Range: L1-L4</b>
<b>Hours : 1.0 FTE</b>	<b>0.8 or 0.6 considered for the right applicant</b>
<b>Start date</b>	<b>Sept 2024 or as soon as possible</b>

### JOB PURPOSE

The Assistant Headteacher will have some classroom commitments, and dedicated release time for leadership and SENDCO duties.

#### Main purpose

The Assistant Headteacher, under the direction of the Headteacher will:

- Assist the Headteacher in leading and managing the school as required
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This post directly reports to the Headteacher.

### STRATEGIC DEVELOPMENT

- Have a strategic overview of provision for pupils with SEN or a disability across the school from EYFS to Year 6, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN (Inclusion) policy is put into practice, and that the objectives of this policy are reflected in the School Development Plan
- Shadow the Head teacher's role as PPG Coordinator with a view to taking on this role
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

### OPERATION OF THE INCLUSION POLICY AND CO-ORDINATION OF PROVISION

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment

- Be aware of the provision in the local offer and update accordingly
- Work with early years providers, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (West Berkshire)
- Analyse assessment data for pupils with SEN or a disability and produce reports based on this data for use by the school and governors

### **SUPPORT FOR PUPILS WITH SEN OR A DISABILITY**

- Identify where a pupil may have additional needs which affect learning and ability to access the curriculum in line with their peers
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers , including as part of SAP reviews alongside the class teacher
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

### **LEADERSHIP AND MANAGEMENT**

- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the School Development Plan and whole-school policy
- Lead ,manage and appraise Teaching Assistants, HLTAs and 1:1 adults across the school
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's Inclusion Policy and provision mapping
- Promote an ethos and culture that supports the school's Inclusion policy and promotes good outcomes for pupils with SEN or a disability
- Be a part of the Observation and Monitoring cycle across the school

<b>OTHER AREAS OF RESPONSIBILITY</b>
<p>The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher and SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</p>

<b>PERSON SPECIFICATION</b>	
Job Title: <b>School Business Manager</b>	Department/Division <b>Education</b>
Authority: <b>West Berkshire Council</b>	Post Reference No

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Teaching Degree</p> <p>NPQ in key area or proven leadership experience</p>	<p>NASENCO qualification or NPQ in SEN</p>
<b>Experience</b>	<p>Five years at least of successful experience of delivering a differentiated curriculum to primary pupils with a wide range of needs across all key stages of primary</p> <p>A working knowledge of strategies and techniques for raising the attainment of pupils with special needs, including more able pupils</p> <p>Clear evidence of effectively leading and managing special needs or another core curriculum subject or other relevant area</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience and staff development</p>	<p>Experience of being part of a school senior leadership team</p>
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills and Knowledge</b>	<p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding of school finances</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>Team skills; the ability to:</p> <ul style="list-style-type: none"> <li>-Develop and maintain good professional relationships and contribute positively to school development</li> <li>-Motivate and inspire children and adults</li> </ul> <p>Quality Wave One teaching: as a result of their teaching, pupils make as good as or better progress than pupils Nationally</p> <p>Ability to analyse, interpret and act on test data</p>	<p>To have had experience of delivering or knowledge of various intervention programmes to improve children's learning.</p> <p>Experience in furthering links with parents and governors and the local community</p>
<b>Personal Characteristics</b>	<p>High expectations and a commitment to raising standards of attainment</p> <p>A commitment to promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	

