



**MANORSIDE
SCHOOL**

**Squires Lane Federation
Assistant Headteacher
(Inclusion & SENDCo)
Candidate Information Pack**



Welcome from our Executive Headteacher

Thank you for taking the time to consider joining the Squires Lane Federation team.

Manorside and Tudor are schools that are proud to be at the heart of their communities. As small schools we get to know our children and their families well, and we have an inclusive and nurturing ethos.

We have high expectations for all our children – both academically and socially – but believe in supporting each to develop as a 'whole child' and giving them the tools to be happy and achieve. We work hard to give children a rounded experience, with a broad curriculum including a rich set of experiences outside the classroom, and we teach them to follow our values of Be Kind, Be Brave, Take Pride, and Work Hard.



Our Vision

"All pupils will leave Manorside and Tudor with the knowledge and skills, character traits, and love of learning they need to flourish in the next step of their journey and throughout their lives."

We equip them to be both happy and successful, and to make a positive contribution to the world around them."

As colleagues we treat ourselves and each other with a growth mindset and high standards, and do this with integrity and kindness."

Our schools are 200 metres apart and are working increasingly closely together. Our staff are friendly, supportive, and collaborative, and are passionate about our shared ethos. We have a growth mindset for adults as well as children, and staff development is important to us. We are also mindful of staff wellbeing; for example, we have set up a support group for staff led by our qualified psychotherapist.

The post of Assistant Headteacher (Inclusion & SENDCo) is a new one, and is incredibly important to the work that we do. Inclusion is central to our ethos and the most vulnerable of our pupils are always a priority. Both schools have teams of highly skilled and valued teaching assistants, and senior learning mentors, who have excellent relationships with children. We have a range of provision for our

SEND and vulnerable children, including targeted forest school groups, a Speech & Language Therapist, and a team of integrative child psychotherapists through our partnership with Terapia.

Please do get in touch if you want to find out more about our schools through a chat or visit.

A handwritten signature in blue ink that reads "Simon Jebreel".

Simon Jebreel
Executive Headteacher



Assistant Headteacher (Inclusion & SENDCo)
Manorside Primary School & Tudor Primary School

Squires Lane Federation is seeking an exceptional leader to fill an exciting and important new post of Assistant Head (Inclusion & SENDCo) on our Senior Leadership team.

You will work across Manorside Primary School and Tudor Primary School, both one form entry primary schools, 200 metres apart at the heart of our local community in Finchley. As a federation we have the best of both worlds, with the close-knit ethos of small schools and the greater capacity of a larger school. We work closely with our families and have a warm welcoming environment with a happy and supportive staff team.

We are diverse schools, where pupils are happy and share a real love of learning, and we offer a rich curriculum inside and outside the classroom. We are committed to developing the whole child, for example through our small group Forest School for vulnerable children and our on-site child integrative psychotherapists, and we teach children to follow our values of Be Kind, Be Brave, take Pride and Work Hard. Though we have high expectations of children, we will always strive to nurture them and give the support they need to meet those expectations.

Main responsibilities will be for SEND and pupil mental health, while also contributing to whole school leadership particularly in relation to inclusion. The successful candidate will:

- be pupil-centred and committed to ensuring that every child can be happy and successful;
- hold a National Award for SEN Co-ordination, or a willingness to complete it within two years of appointment;
- have a sound knowledge of the SEND Code of Practice and how to support SEND pupils to achieve, both through Quality First Teaching and additional interventions;
- have a strong track record of supporting colleagues to achieve; and
- embody our staff values of Growth Mindset, High Standards, Integrity, and Kindness.

To apply, please download and complete an application form, and email to Amanda Shipp at office@manorside.barnetmail.net. Please get in touch if you would like a call with the Executive Headteacher or to arrange a visit.

The closing date for applications is Monday 4th October at 9:00am and interviews will take place on Monday 11th and Tuesday 12th October.

Squires Lane Federation is committed to equality and diversity and hence encourages applications from black and minority ethnic groups which are currently underrepresented. The federation is also committed to the protection and safeguarding of young people.

Job Description

School: Manorside Primary School & Tudor Primary School

Salary: L4-L8

Responsible to: Executive Headteacher (EHT)

Core Job Purpose

- Take responsibility as SENDCo for the strategic leadership and delivery of the Special Educational Needs and Disability (SEND) policy in accordance with the SEND Code of Practice.
- Lead the strategic direction and day-to-day operation of provision made by the schools for pupils with SEND and EAL.
- Provide professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.
- Ensure a robust approach to promoting positive mental health for pupils, as Senior Mental Health Lead.
- Contribute to the strategic direction and day-to-day operation of provision made by the schools for pupils in receipt of the pupil premium grant.
- Contribute to a safeguarding culture within the schools as a key member of the safeguarding teams.
- As a member of the senior leadership team, uphold the values and ethos of each school and of the federation, in particular ensuring a safe and inclusive environment for all pupils.

Main duties

Lead SEND provision

- Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
- Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
- Act as designated teacher for children who are looked after.
- Advise on the graduated approach to providing SEND support.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaise regularly with the parents of pupils with SEND, formally and informally.
- Liaise with other schools and providers, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
- Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.

- Work with the EHT and the governing body to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
- Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
- Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively through support plans and interventions.
- Ensure the schools' SEND provision is compliant with relevant legislation, including the 'SEND Code of Practice', and best practice at local and national levels.
- Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.
- Work with the Senior Leadership Team to ensure an appropriate, broad, and ambitious curriculum is delivered to pupils with SEND within the resources available.
- Keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
- Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.

Lead Inclusion

- Have overall responsibility for the strategic approach to promoting positive mental health of all children and intervening for those with social, emotional, or mental health needs.
- With the EHT, determine the strategic deployment of the pupil premium grant across the schools.
- Work with the Senior Leadership Team and wider staff to implement pupil premium grant strategies and monitor their impact.
- Advise on strategies and best practice to meet the needs of pupils with English as an Additional Language, and support the staff to raise their achievement.
- Contribute to a culture of safeguarding at the school, acting as a Safeguarding Officer / Designated Safeguarding Lead [*to be agreed dependent on experience*].

General Leadership and Management

- Contribute to the creation of an effective SDP which appropriately considers the needs of all pupils.
- Contribute to leadership team meetings, in particular to advocate for pupils' inclusion needs.
- Gather pupil voice from children with SEND, EAL, and pupil premium and ensure this influences decision making.
- Promote a safe and secure learning environment for all pupils, and ensure the schools' provision is inclusive at all levels.

- Manage and support the learning support assistants, TAs and learning mentors.
- Support all staff members to understand the needs of pupils with SEND, EAL, and/or pupil premium and secure good quality teaching for these children.
- Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND, and ensure that are aware of relevant developments with regards to SEND provision and policy.
- Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.
- Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND EAL, and pupil premium.
- Help to cater for the needs of pupils by contributing to the effective deployment of learning support staff.
- Coordinate the intervention programme and monitor and report on their impact.
- Work with the Senior Leadership to monitor Quality First Teaching, and deliver training and support as needed.
- Work with SLT to ensure that the progress and achievement – academic and 'whole child' – of pupils with SEND, EAL and pupil premium, is appropriately monitored, and that this data leads to action as needed as part of the APDR cycle.
- Undertake the appraisal of learning support staff and TAs.
- Participate in the recruitment and development of support staff.
- Ensure that the relevant administrative work is effectively completed, including:
 - Learning support staff timetables
 - Contact with outside agencies
 - Educational Health Care Plan processes
 - The implementation of support plans by staff and their understanding by pupils
 - Maintenance of the schools' provision maps
 - Up-to-date school records of all children with SEND
- Uphold and model the staff values of Growth Mindset, High Standards, Integrity, and Kindness.



Person Specification

CRITERIA	QUALITIES
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Degree • Qualified Teacher Status • National Award for SEN Co-ordination, or a willingness to complete it within two years of appointment <p>Desirable</p> <ul style="list-style-type: none"> • Current level 3 equivalent safeguarding training
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Teaching experience at primary level • Experience of working at a whole school level • Experience of leading other staff • Experience of conducting training/leading INSET • Track record of raising the achievement of pupils with SEND <p>Desirable</p> <ul style="list-style-type: none"> • Experience as a SENDCo • Experience of teaching in a range of contexts • Involvement in self-evaluation and development planning
Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills, and the ability to use data to inform provision planning • Ability to work sensitively and effectively with colleagues to help them to improve their everyday practice • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff, children, and parents • Ability to challenge others to maintain high standards, in a kind and supportive way • Ability to work under pressure and prioritise effectively • Good record-keeping skills <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of SEND funding and provision available at a local and national level • Understanding of best practice for supporting Pupil Premium and EAL pupils

Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • A role model for our staff values: Growth Mindset, High Standards, Integrity, and Kindness • An unwaveringly pupil-centred approach and belief that all children are capable of success • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • A commitment to equal opportunities and securing good outcomes for all pupils • Consistently high expectations for children's behaviour and achievement • A team player who will work with SLT to monitor and implement the SIP • Commitment to maintaining confidentiality and professionalism at all times • Commitment to safeguarding and equality
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Application deadline: Monday 4th October, 9:00am

Interview date: Monday 11th and Tuesday 12th October

Start date: 1st January 2022

Application forms to be sent to Amanda Shipp at office@manorside.barnetmail.net

Contact Amanda if you would like to arrange a visit or phone call with the Executive Headteacher

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