



Assistant Headteacher - SENCO

Candidate Pack



Part of the

Oak 
Learning Partnership

Assistant Headteacher - SENCO

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking for a passionate and committed Assistant Headteacher - SENCO to help us continue this work.

You will be an outstanding classroom practitioner who is dedicated to raising high standards for our pupils. As an Assistant Headteacher SENCO at Crosshill School you will play an important role supporting the headteacher with overall management of staff and pupils at our school. You will determine the strategic development of SEND policy and provision at our school and co-ordinate specific provision that is made to support individual pupils with SEND.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.



Assistant Headteacher - SENCO

Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.

If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing info@crosshill.blackburn.sch.uk to arrange an appointment.


As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. www.crosshillblackburn.co.uk

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

We look forward to receiving your application and learning more about how you can contribute to our school community.

Miss Nicola Pemberton
Acting Headteacher at Crosshill School





"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."

Ofsted Report, November 2021

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

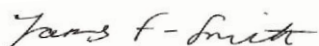
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



"Pupils and students said that the school is a happy and safe place because staff work hard to make it that way."

Ofsted Inspection,
November 2021.



Assistant Headteacher – SENCO

Salary: Leadership Scale 8 – 12, actual salary £59,167 - £65,286 per annum.

Job Description

Normal place of work: Crosshill School, although you may be asked to contribute towards trust wide projects.

Responsible to: Headteacher

PURPOSE OF THE POST

- To determine the strategic development of SEND policy and provision at the school, and in the day-to-day coordination of specific provision that is made to support individual pupils with SEND.
- To be responsible for providing professional guidance to colleagues and work closely with staff, parents, and a range of external agencies in providing a support role to families.
- To lead the curriculum, teaching and learning across school for Wellbeing.

MAIN DUTIES AND RESPONSIBILITIES

- To be the whole school SENCO and play a critical role in ensuring that our young people receive the support they need.
- To lead and oversee multi-agencies across the school and the co-ordination of student programmes.
- To be responsible for the overall EHCP process, ensuring that the meetings are attended well, and that all documentation is authorised, present and returned to the local authority.
- To be accountable for both internal and external transition through primary and college links for all pupils and co-ordinate bespoke programmes and transitions between pathways/provisions.
- To be responsible for parental engagement and lead meetings and parent groups.
- Manage the overall co-ordination across the school of key events e.g. Parents' Evenings, Open Days etc and encourage, monitor and record parental engagement.
- To ensure parents views are captured and acted upon.
- To ensure that all parents are fully engaged with pupils' learning and that they are supported with advice, guidance and training where necessary.
- To uphold the ethos aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- To lead by example playing a full part in the life of the school and celebrating students' successes.
- To be responsible for staff development and line management of support staff.
- To contribute to the co-ordination of the whole school calendar in line with key events.
- To have strategic oversight for LAC.
- To manage the school in the absence of the Headteacher and Deputy Headteachers and support the Headteacher and Deputy Headteachers in leading and managing the school to the highest professional standards.

- To set up, monitor and support staff with engagement plans/one-page profiles for all pupils.
- Assisting the Headteacher and Deputy Headteachers in the day-to-day management, organisation and administration of the school and to assist in the cover for absent staff where necessary.
- Raise achievement and aspirations of the pupils by providing challenge, opportunity, recognising and celebrating success.
- Liaise effectively with parents, external agencies and the QEB. Carry out the general and specific professional duties as set out in the current 'School Teachers Pay and Conditions' document.
- Track EHCP target setting process and rigorous tracking of pupil progress towards targets is embedded.
- To be a Deputy Designated Safeguarding Lead.
- Responsible for teacher development over the SEND, LAC, EHCP processes and SEND interventions and to strategically lead SEND interventions for students. Including setting up and recording these through the Crosshill offer on the school provision map.

LEADERSHIP

- In conjunction with the other Assistant Headteachers, liaise with the multi-disciplinary teams to ensure a seamless service for all pupils (timetables, in class support, reports for EHCP's etc).
- To be responsible for sections of the Self Evaluation Form and QEB reports as directed by the Headteacher to ensure developments and achievements are reflected and issues, actions and the impact of actions are clearly identified.
- To contribute to a range of Quality Marks.
- Alongside the other Assistant Headteachers attend key events in the school including activities for parents and families. It is recognised that some of these will be on a rota basis with the other SLT.
- To take responsibility for the line management of staff as delegated by the Headteacher
- To lead a team of teachers and teaching assistants for performance management ensuring that attention is paid to their development through targets set and that their training needs are met.
- To lead an area of whole school curriculum responsibility which will be discussed with the applicant on appointment.

The job description will be reviewed on a regular basis to reflect the changing needs of the school.

The job description is not intended to be a sole description of the tasks which may need to be undertaken by the Assistant Headteacher. However there should be enough detail to ensure that the postholder has a clear understanding of the remit of their role.

Assistant Headteacher - SENCO Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none">Graduate; Qualified Teacher Status.Good Honours DegreeSignificant middle leader/senior leader experience that evidences impact and outcomes for learners.Willingness to learn and commitment to professional development.Successful teaching of SEND pupils and be able to demonstrate impact.Positive relationships with pupils’ parents.Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this. <p>Experience of leading whole school initiatives with evidence of how you have impacted upon the young people in your care.</p>		<ul style="list-style-type: none">Additional qualification / professional development in Special Educational Needs.Previous middle leadership/senior leadership experience.Team Teach Qualification
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none">Effective classroom practitioner with the ability to teach outstanding lessons.Knowledge and understanding of specialist strategies for working with SEND.Ability to evaluate and develop practice from evidence of pupil learning.Able to provide for pupils’ different learning styles.Possess the skills to build on the strength and expertise of individual staff and be able to motivate, lead and empower others, showing evidence of this in your present post.To understand the role and benefits of work-based learning opportunities and be able to successfully deliver curriculum targets through this approach.To have excellent written ability to write and present complex reports to inform and promote the school to a range of audiences.Excellent team-building skills.		
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL		

- Demonstrable commitment to SEND work.
- Ability to manage other team members in the classroom.
- A team player.
- Approachable and sensitive to the needs of others.
- A willingness to work positively with challenging behaviour.
- A demonstrable commitment to equal opportunities.
- To be able to work under pressure and to meet tight deadlines and to lead others to do the same.
- Ability to work closely with the senior leadership team on shared projects.



Crosshill
School

Prepare and flourish

Crosshill School

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info@crosshill.blackburn.sch.uk

www.crosshillblackburn.co.uk



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