



# **Applicant Information Pack**

**Assistant Headteacher SENCO (Primary)**  
Currently Based at Stockwood

**L3-7**

Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher and SENCO (Primary) at Lansdown Park Academy. The Academy Council, Trust and Head Teacher seek to appoint an exceptional and passionate Assistant Headteacher to support the wider SLT team with Primary SENCO responsibilities.

We are seeking a dynamic and inspirational leader, ideally with SENCO experience, to help further develop our primary provision across Bristol and BaNES. This post is designed to support the Deputy Headteacher to oversee the primary provision of both in-reach and outreach pupils across our Stockwood and Rush Hill sites. You will support with the referrals into and out of the primary provision, work directly with the Local Authority and local primary schools to ensure smooth transitions and work with multi agencies as a DDSL.

As well as supporting the DHT with the day-to-day running of the provision, you will be responsible for ensuring the pupils with SEND receive the interventions and support they need to achieve in line with their peers, including liaising with mainstream settings to apply for EHCPs, completing assessments and gathering evidence of both needs and progress. You will support the primary staff team of teachers and support staff to enable them to best meet the needs of pupils with SEND, including offering relevant CPD, and you will work alongside other leaders across the academy to ensure the smooth running of the school.

As part of your role, you will have a 0.4 teaching responsibility. This is most likely to involve offering consultancy and interventions to schools involved in our outreach programmes but could also involve offering whole class teaching and/or interventions to our pupils on site.

**The closing deadline for applications is 28 September 2022**

**Please submit your application form to: [amy.isherwood@lansdown.learnmat.uk](mailto:amy.isherwood@lansdown.learnmat.uk)**

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Shortlisting and Interview dates will be confirmed by Friday 30 September 2022.

Yours sincerely



*Paul Todd*  
Head Teacher

## **JOB DESCRIPTION**

**School:** Lansdown Park Academy

**Title of Post:** Assistant Headteacher & SENCO (Primary)

### **Organisational Relationships**

The Assistant Head and SENCO (Primary) as a member of staff at the Academy, is required to carry out their professional duties in accordance with the Articles of Government of the Academy Council with the professional standards for Teachers and the Academy's Teacher's Pay and Conditions Document or any amending or substituted order.

Reports to: Deputy Headteacher (Primary) and Headteacher

### **Core Purpose**

- To carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document* including the conditions of employment for Assistant Headteachers.
- To assist the Deputy Headteacher (Primary) in the effective organisation of the Primary Outreach Provision across BaNES and Bristol.
- To support the Deputy Headteacher with monitoring and improving the implementation of the primary curriculum, particularly in relation to meeting underlying learning needs and providing best outcomes for young people.
- To support primary teachers and support staff and model good practice in Teaching and Learning.
- To assume responsibilities of the Headteacher in the absence of the Deputy Headteacher.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school (DDSL).
- To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- To work within the leadership group promoting high quality, optimum standards and high achievement in all areas.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.
- *To carry out the professional duties of a teacher (approx. 12 hours teaching time).*

## **Main Responsibilities**

As a member of the leadership team, you will have clearly defined responsibilities and the successful applicant will take responsibility for key strategic areas. These will change from time to time as the academy grows and develops. This is in order to develop the skills and experience of the individual within the team and also to respond to the academy needs.

- To assist the Head and Deputy Headteacher/s in the whole school strategic planning with specific responsibilities for designated areas.
- To work with and support the Operations Lead in the day to day operations of Primary pupils across Lansdown sites and Outreach Teams.
- To work with the Secondary Assistant Head (SENDCo) to ensure all SEN statutory timelines and paperwork is completed on time.
- To work with the Secondary Assistant Head (SENDCo) to ensure pupils needs are met.
- To deputise in the absence of the Headteacher / Deputy Headteacher as required.
- To act as DDSL for Primary pupils.
- To undertake the implementation of the Academy Development Plan as identified within the plan.
- To line manage assigned teachers and support staff in all aspects of their responsibilities for raising achievement in the academy.
- To assist the Headteacher in the Self-Evaluation process of the school through relevant reviews of key aspects of provision and standards.
- To assist the Headteacher with HR responsibilities in line management of staff.
- To share alongside the Operations Lead and other leaders of the academy the daily management and good order and conduct of pupils.
- To lead on performance management of designated staff.
- To be responsible for the registration and organisation of SATS
- To support the DHT to be responsible for referrals into and out of the Primary provision across Lansdown Park Academy, including the in-reach and outreach provision across Bristol and BanES.
- To attend Leadership Team meetings and other management meetings as required.
- To attend meetings of the Academy Council as required.

## **Specific Responsibilities**

- To ensure that the academy remains inclusive of all students with SEND and that the academy's ethos and values drive all work within the academy.
- To share in the DHT's strategic overview of provision for pupils entering the academy through in-reach and outreach primary provisions
- To be the main SEN point of contact for agencies across BaNES and Bristol for the primary and outreach provisions.

- To act as DDSL and ensure safeguarding procedures are completed for induction of and transition of pupils across settings.
- To support the Deputy Headteacher in monitoring the progress of pupils and adapt provision to their changing needs to ensure every student is able to fulfil their potential.
- To support the Deputy Headteacher to manage, lead and improve the in-reach and outreach provision at Stockwood and Rush Hill to ensure good / outstanding levels of Teaching and Learning and Behavior.
- To line manage assigned primary staff (Teachers and Support Staff).
- To support the DHT and monitor the progress and effectiveness of the Primary provisions to ensure every student is able to fulfil their potential
- To model good practice and high standards to teachers and support staff to ensure consistent high levels of expectation.
- To be one of the main outreach teachers providing outstanding guidance and support as part of the outreach provision to local Primary schools (12 hours teaching time).
- To contribute to academy-evaluation
- To ensure Academy policies are put into place effectively.
- To support the DHT to monitor the Impact of the Primary Curriculum.

### **Operation & Co-ordination of Provision**

- To contribute to the maintenance of an accurate In-reach and Outreach register of primary pupils.
- To provide guidance to colleagues on teaching pupils with SEND, e.g. best Teaching practices, leading INSET and other training sessions as required.
- To work alongside mainstream schools, specialist settings, Educational Psychologists, Health and Social Care, Speech and Language Therapists and other external agencies to co-ordinate support pupils via the outreach (and In-reach) programme.
- To act as the key SEND point of contact for external agencies, including the local authority.
- To work alongside the Deputy Headteacher to analyse assessment and progress data for pupils, challenging under performance in areas and supporting teaching for successful outcomes.
- To work alongside the Deputy Headteacher and Operations lead to ensure pupils IEP's, PSP's and passports are updated and reviewed on at least a 4 week basis.

To teach approximately 12 hours per week.

### **General Responsibilities (all staff)**

- To perform duties and attend meetings as reasonably required.

- To assess and record pupils' achievements, to prepare reports and take part in parental consultations.
- To participate in the academy performance management scheme.
- To undertake in-service training where required to keep abreast of developments in academy initiatives, curriculum and subject areas.
- To support the Academy pastoral system to maintain good and safe order of the academy.
- To observe and implement current academy policies and good practice.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time, in accordance with the Teachers' Pay and Conditions of Service Act 1987

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post.

### **Lansdown Park Academy**

#### **Assistant Headteacher & SENCO (Primary)**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching Degree or PGCE.</li> <li>• Willingness to participate in further professional development.</li> <li>• Degree subject training specific to the teaching degree/PGCE</li> <li>• Middle / Senior Leadership Qualifications or willingness to work towards. (NPQML/NPQSL)</li> </ul>	<ul style="list-style-type: none"> <li>• Additional Qualification in Special Educational Needs</li> </ul>
<b>Experience</b>	<p>An excellent classroom practitioner who leads by example – consistently delivers good and outstanding lessons</p> <p>Excellent working knowledge of the Primary Curriculum</p> <p>Experience supporting pupils with SEND in mainstream settings</p>	<ul style="list-style-type: none"> <li>• Teaching students with SEMH, ASD, MLD.</li> <li>• Teaching in a specialist provision.</li> <li>• Experience leading a team</li> <li>• Experience in raising</li> </ul>

	<p>Middle Management Experience or experience leading a team</p> <p>Experience and confidence in working with leaders from across primary school settings.</p> <p>Experience of working with multi-agencies.</p> <p>At least 1 of the following:</p> <ul style="list-style-type: none"> <li>• ASCN/SLCN Teaching</li> <li>• Experience of working with children with challenging behaviour.</li> <li>• Experience of working with SEND in either a special or mainstream setting.</li> </ul>	<p>standards across the team.</p> <ul style="list-style-type: none"> <li>• Experience in HR</li> <li>• Experience as a SENCO</li> <li>• Experience in an outreach role</li> <li>• Experience of inspection under the new Ofsted framework</li> </ul>
<b>General Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent behaviour management skills.</li> <li>• Thorough working knowledge of the Primary Curriculum</li> <li>• Excellent communication skills.</li> <li>• Excellent ICT skills.</li> <li>• Experience of and commitment to team work in planning, delivery, review and development.</li> <li>• Knowledge of safeguarding requirements and actions.</li> <li>• The ability to assess and evaluate pupil attainment / provision and plan subsequent teaching accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Disability Equality awareness.</li> <li>• Team Teach Qualification</li> <li>• HR related knowledge.</li> </ul>
<b>Subject Knowledge</b>	<ul style="list-style-type: none"> <li>• National Curriculum Programmes of Study</li> <li>• Knowledge of SATS</li> <li>• Excellent teaching skills with knowledge/experience of and proven quality in subject area.</li> <li>• Effective tracking of pupils' progress in a curriculum area and implementing strategies to raise standards with the ability to work alongside other professionals to deliver a bespoke curriculum for each pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of programmes of study</li> <li>• Experience of leading maths</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of pathways and paperwork expectations for applying for EHCP in at least Bristol or BaNES.</li> <li>• Knowledge of a wide range of SEMH interventions</li> </ul>	
Attitude	<ul style="list-style-type: none"> <li>• Commitment to the provision of high-quality education and pastoral care for all pupils.</li> <li>• Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Commitment to a team ethos/approach.</li> <li>• Commitment to continued professional development.</li> <li>• Positive ethos to working with parents, colleagues and Academy Councilors.</li> <li>• Good sense of humor.</li> <li>• Believes in Inclusive Education and building relationships (holistic approach).</li> <li>• Commitment to parental partnership in education and developing links between school, home &amp; the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to supporting residential trips/camps for young people.</li> <li>• Commitment to After-school clubs.</li> </ul>
Working Conditions	<ul style="list-style-type: none"> <li>• Nonsmoking environment.</li> <li>• Physically fit and able to use Team Teach (Physical Intervention, techniques when necessary).</li> <li>• Clean driving license and access to car (for outreach)</li> </ul>	<ul style="list-style-type: none"> <li>• Driver (Mini Bus driver)</li> </ul>

Signed \_\_\_\_\_

Date \_\_\_\_\_



## **Explanatory Notes**

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

## **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Lansdown Park Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name

- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**