



Assistant SENCO

Location: Church Lawton School, Cherry Tree Avenue, Church Lawton, Stoke-on-Trent, Staffs, ST7 3EL

Basis: 37 hours per week; 45.8 weeks per year

Salary: Circa 27-33k (31-38k FTE) or 20-26k (23-30k FTE) – see below



About Us

The Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.



We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.



We opened Church Lawton School in 2015 and provides a curriculum for students from across the spectrum who have a range of learning needs. This covers an age range from age 4 to age 19, building each child's development week by week, term by term and year by year.



Thank you for your interest in this role at Church Lawton School, within Liberty Academy Trust. This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Kennington; all of which are at different stages of development. We are clear on the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within the Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive



We are delighted that you are considering a position as Assistant SENCO at Church Lawton School, a proud member of the Liberty Academy Trust. Our school is dedicated to providing exceptional education and support to students with autism, fostering an inclusive environment where every child can thrive.

At Church Lawton, we adhere to the core principles of the Liberty Academy Trust: courage, determination and teamwork. We believe in embracing each student's unique potential, employing innovative teaching strategies tailored to their needs, and maintaining the highest standards of integrity in all our endeavors.

Our vision is to create a world that works for autistic children and young people, by providing an exceptional educational offer, so that they achieve success now and are well-prepared for adulthood.

Join us in our mission to create an empowering and supportive educational community. Your dedication and compassion can help our students achieve their fullest potential.

Warm regards,

Paul Scales, Principal

The Role

As our Assistant Special Educational Needs Coordinator (Assistant SENCO), you will help us transform the lives of autistic children and young people. Working with the school's senior leadership team and wider staff group, you will play a key role in helping us develop or provision for students with SEN or a disability, providing advice and guidance and promoting a culture that fosters good outcomes for our pupils.

You will be passionate about educational provision that transforms lives, and have relevant experience of working with people with special educational needs and/or in an educational setting. You will bring an understanding of autism and the regulations around special educational needs and disability, together with an organised, professional approach and the emotional intelligence to work effectively with a range of challenges.

The role is based at our Church Lawton School in Staffordshire. You will work 37 hours a week for 45.8 weeks of the year - salary is reduced pro rata to reflect the nature of the role as principally term-time-only. We offer a competitive salary and pension, as well as a range of benefits and a focus on staff well-being. More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

The Opportunity

For this opportunity, we would love to hear from candidates with QTS/QTLS or equivalent, wishing to specialise in a Special Educational Needs Coordinator role. A successful candidate with the necessary qualifications would be appointed at a 'proficient' level, in the salary range 27–33k (pro rata for term-time working, based on 31–38k full-time equivalent) depending on experience, and we would support you in attaining the national professional qualification for SENCOs qualification.

We would equally love to hear from suitable candidates with the aptitude and motivation for a role like this, but who do not yet hold QTS/QTLS or equivalent. Such candidates can be considered for a 'developmental' opportunity, appointed initially in the salary range 20–26k (pro rata for term-time working, based on 23–30k full-time equivalent) depending on experience. We would support you in attaining QTS, and would promote to a proficient-level grade on completion, before then supporting with the national professional qualification for SENCOs qualification. To be considered for the developmental role, you would need to hold a degree in order to be eligible for QTS.

Your application should make clear whether you are applying for the role on a proficient or developmental basis.



Job Description

Purpose

In liaison with the school's Senior Leadership Team, and the Trust's wider team, the Assistant SENCO will:

- Contribute to the 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 advice and guidance to colleagues, working closely with staff, parents and other agencies.
- Promote an ethos and culture that fosters good outcomes for pupils with SEN or a disability.

Principal Accountabilities

Development of SEN Policy and Provision

- Contribute to the development of SEN policy and provision within the school, in line with the school improvement plan.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Promote an ethos and culture that supports the school's SEN policy and fosters good outcomes for pupils with SEN or a disability.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Contribute collaboratively to the wider development of SEN best practice across the Trust.

Operation of the SEN Policy and Co-ordination of Provision

- Work collaboratively with the Principal and relevant strategic leads, taking lead responsibility for promoting educational outcomes through an understanding of the needs of our pupils.
- Maintain an accurate SEND register and provision map.
- Manage the Education, Health and Care assessment and review process for pupils within the school and co-ordinate the assessment and referrals process for new pupils.
- Support with the admissions and referrals process, including assessing pupil suitability and processing referral paperwork.

- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN and support class teachers with transition processes.
- Enable effective transition through careful planning, monitoring and identifying pathways for future education or employment.
- Ensure that students have appropriate support and resources to enable them to achieve positive learning and developmental outcomes.
- Undertake on-going coordination, monitoring and review of EHC plans and assessment processes to achieve stated objectives and outcomes in relation to the needs of pupils.
- Engage in partnership working to find ways of meeting the needs of pupils in a creative, outcome focused way.
- Support the Senior Leadership Team to make commissioning arrangements on an annual basis based on an audit of needs.
- Attend LAC Review meetings if requested.
- Attend Admission, Multi Agency Safeguarding Team Meetings as appropriate.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Advice and Support

- Work with the SLT and wider staff group to develop effective ways of bridging barriers to learning through assessment of needs, target setting and measuring progress.
- Play a key role in SEN meetings and provide timely written and verbal feedback to relevant stakeholders.
- Act as a source of support, advice and expertise for all staff on teaching pupils with SEN or a disability, providing classroom support as appropriate.
- As required liaise with pupils, parents/carers, interested professionals and providers to monitor and develop services and to effectively communicate with families and professionals to pre-empt or clarify disagreement which can make a difference to parental confidence and pupil progress.
- Disseminate good practice and provide training opportunities for staff within the school.

Other

- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role. The job description will be kept under review and modified from time to time.

Person Specification

Essential

Qualifications, Training and Knowledge

1. Have an undergraduate Degree or hold a professional degree in Education/Health or Social Care Qualification or accepted technical qualification agreed by Society Education and Training (SET).
2. Have QTS/QTLS or be prepared to gain this qualification
3. Knowledge of regulations around education and children with special educational needs, including SEND Regulations 2014 the Special Educational Needs and Disability (SEND) Code of Practice.
4. A sound understanding of autism, its implications for education.
5. Understand the theory and practice of effective teaching and learning.
6. Understand the importance of high expectations and equality of access for all students.
7. Knowledge of safeguarding responsibilities.

Skills and Experience

8. Relevant experience of working with people with special educational needs and/or of working in an educational setting.
9. Excellent organisational skills; self-motivated, highly responsive and able to manage a busy workload to a high standard.
10. Good verbal communication and interpersonal skills; able to build relationships and work effectively with children, families, colleagues and external stakeholders.
11. Good written communication skills and attention to detail; able to write effective reports and guidance materials.
12. Good IT skills, including Microsoft Office applications.

Personal Qualities and Attributes

13. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
14. A passion for specialist SEN provision that improves life chances, and an appreciation of the importance of high expectations and equality of access for all students.
15. A high degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
16. Resilience and emotional intelligence; able to work effectively with and advocate for students, including those with autism and those in vulnerable situations.
17. A strong team player; able to act as a positive role model for colleagues.
18. A commitment to equality, diversity and inclusion.
19. A demonstrable commitment to continuing professional development.

Desirable

20. Teaching experience and/or qualifications relating to SEN work, would be an advantage.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.

Recruitment Process

- Application deadline:** Midnight on Tuesday, 3rd September 2024
- Interviews:** Week commencing 23rd September 2024
- Anticipated start date:** January 2025 (or sooner pending vetting checks)

To apply for this position, please visit

https://ce0601li.webitrent.com/ce0601li_webrecruitment/wrd/run/ETREC179GF.open?WVLD=3599615Wlv to complete our online application. Please note that we cannot accept CVs.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

Our safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking online checks and an Enhanced DBS check.

We are an equal opportunities employer and we value diversity. Applications for this job are sought from anyone who is suitably qualified and experienced for the role; we particularly welcome those with a diagnosis of autism. We are very happy to discuss adjustments to the recruitment process for those that need it.

Please note that we can only consider applicants legally entitled to work in the UK