



South Downs Learning Trust



Assistant SENCO 0.6fte

based at Ocklynge School

Candidate Information Pack



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"The school's new curriculum is imaginative and interesting and is inspiring better attitudes to learning."

"The school makes a strong contribution to most pupils' well-being and their personal, spiritual, moral, social and cultural development."

OFSTED October 2016

Welcome from the Headteacher

Dear Applicant,

We are very pleased that you are considering applying for the post of Assistant SENCO at Ocklynge School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all pupils.

We are looking for an inspirational teacher and leader who will make an impact on the outcomes for all of our children and who will work effectively as part of our supportive team. They will work with all stakeholders to ensure that children with additional needs, vulnerabilities or barriers to learning receive the support they need to learn and progress successfully and maximise their potential. The successful applicant will support the strategic development of the SEN policy and provision in the school, coordinating specific provision to support individual pupils with SEN or a disability and working closely with parents, staff and other agencies.

To help you learn more about our school and the role of Assistant SENCO at Ocklynge please see the job description and person specification in this job pack. The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4. The panel will be particularly interested in your recent teaching experience and the unique qualities you possess, along with clear experiences and training that will enable you to meet the requirements of the job description and person specification.

In December 2017, we joined a multi-academy trust (MAT), the South Downs Learning Trust. The vision for the MAT is to develop outstanding provision for all children. In the longer term, there may be opportunities to work across both schools.

You will be joining an ambitious and highly supportive organisation which offers:

- An excellent induction programme for teachers joining the school.
- A strong commitment to professional development which will improve your leadership skills, develop your understanding of whole school issues and prepare you for the next stage in your career.
- Motivated and enthusiastic learners who respond very well to active and engaging teaching and work well independently.
- A strong team ethos across the year group and whole school.

This is an exciting post with the potential for career development as part of an ambitious and innovative school. You will:

- be able to demonstrate/incorporate the school values in all aspects of your work;
- need to be an innovative teacher who is able to support SEND across KS2;
- be able to work collaboratively within a team, supported by SENCO, Head teacher and senior leadership team.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ocklynge School.

Jon Reynard
Headteacher



Our Values and Aims are to be:

Responsible - we work hard, are helpful, reliable, look after property and co-operate with others.

Respectful – we are polite, well mannered, considerate, gentle and understanding of others.

Reflective – we are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

Resilient – we do not give up; we try to sort our problems calmly and give things a go.

In general terms this is what we are trying to achieve with the children in our care:

- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instill respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others



Weblink for Ocklynge School:
To see the school in action:

www.ocklynge.co.uk
<https://youtu.be/1b-L-alr0cc>

Assistant SENCO - Person Specification

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to contribute effectively to teachers' planning and preparation of lessons
- Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Ability to support teachers in evaluating pupils' progress through a range of assessment activities
- Ability to monitor pupils' responses to learning and modify approach accordingly
- Ability to contribute to the maintenance and analysis of records of pupils' progress
- Ability to communicate effectively and sensitively with pupils to support their learning
- Ability to work collaboratively with colleagues as part of the school team
- Ability to guide the work of other adults in the learning environment
- Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to recognise and respond effectively to equal opportunities issues as they arise

Essential education and qualifications

These criteria will be evidenced via certificates

- QCF level 2 in Maths and English

Essential knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of the Professional Standards for Teaching Assistants
- Knowledge of the statutory frameworks and the SEN policy
- Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas
- Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour
- Knowledge of the key factors that affect the way pupils learn

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of working as a Teaching Assistant or equivalent experience of working with children or young people
- Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit

Assistant SENCO - Person Specification

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of working in a range of educational settings

Other essential criteria

These criteria will be assessed at the application and interview stage

- A commitment to the learning of all pupils
- A commitment to improving own practice through observation, evaluation and discussion with colleagues
- A commitment to the Education Department's Equality of Opportunities policy

Assistant SENCO – Job Description

Purpose of the Role

To work closely with the headteacher, SENCO and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Key tasks

1. To coordinate the preparation of information of SEN pupils at a targeted key stage for all staff and support all staff in understanding the needs of SEN pupils.
2. To compile, review and regularly update SEN registers, liaising with Heads of House, Heads of Department, teachers and Senior Management.
3. To implement, monitor and track progress and inclusion of students on the SEN register via provision maps and data and use the results to guide further improvements.
4. To communicate with staff both verbally and written informing them of any changes or updates regarding SEN pupils.
5. To identify pupils with specific learning difficulties and test where appropriate using the relevant testing.
6. To liaise with the SENCO, senior management, Heads of House, Heads of Department, teachers, support staff, parents, external agencies and other schools to ensure that individual pupils SEN needs are met and that the requirements of statements of SEN are met.
7. To assist the SENCO with preparing the paperwork for annual reviews of statemented children and when necessary to hold reviews.
8. To manage referrals to outside agencies including Speech and Language, Children's Services, Educational Psychologist etc.
9. To take responsibility for support, monitoring and development of the Teaching Assistants and INA's in the SENCO's absence.
10. To organise Teaching Assistant support throughout the school.
11. To organise 1:1 and small group withdrawals for SEN and statemented pupils.
12. To identify pupils to take part in daily intervention programmes and to monitor the progress and feedback results to the SENCO and senior management.
13. To attend meetings to inform staff of provision for SEN pupils and their progress.
14. To support transition of pupils from Year 6 to Year 7 by attending meetings of prospective pupils and year 6 parents throughout the year and to meet parents individually where necessary for personalised programmes of transition.
15. To abide by and work towards all the policies within the school e.g. Health and Safety.

The Assistant SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. 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 SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Inclusion Manager or other members of the Senior Leadership Team. This job description may be amended at any time in consultation with the postholder.

How to Apply

Having looked at this documentation and the websites, we hope you will now apply for the post.

Job Details:

0.6 FTE on permanent basis
TMS/UPS

Application:

Please use the application form available at [Vacancies | Ocklynge Junior School](#) Once completed it should be emailed to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk by the closing date. Please remember your supporting statement should set out how your experience to date fulfils the criteria set out in the person specification for this post.

Closing: Midday on 26th November

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time

Interviews:

Interviews are scheduled for Thursday 2nd December

Further details will be supplied by email as soon as possible to shortlisted applicants.

We reserve the right to review this appointment process at any stage and to reduce the field, if appropriate.

Further Information:

If you require any further information, please do not hesitate to contact Ms Willer, SENCO, at rwiller@ocklynge.co.uk

The Trust is committed to follow its safeguarding responsibilities at all stages of the recruitment process. This post is subject to an Enhanced DBS check with the Disclosure & Barring Services and receipt of satisfactory references. Please note that we require evidence of an overseas police check if you have lived or worked abroad.

Living and working in Eastbourne and the South East

With 150 kilometres of coastline and acres of countryside, there are thousands of things to do in East Sussex, whether you're a thrill-seeker, a shopaholic, a nature lover or a foodie - and since you're never far from London, the capital's delights can play a part very easily.

The South East is one of the most desirable places to live in the UK and is home to a number of vast National Parks, including the New Forest, a 500 square kilometre forest where wild ponies roam, the South Downs, the Seven Sisters Country Park and the Ashdown Forest. 300 kilometres of beautiful coastline run from Southampton all the way round to North Kent, varying from buzzing Brighton to sleepy fishing ports, via the striking snow-

white chalky cliffs of the Isle of Wight and Dover with Eastbourne being a very good

base to explore the wider region. Find out more about it [here](#).



Eastbourne is steeped in history while recent investments (and more regeneration on the way) gives the place a gleaming modern charm. As such, the ever-popular seaside town is rich in affordable housing options, top local amenities, and reliable transport connections. Bursting with local colour and serene seaside views, it is nestled between the vibrant city of Brighton and the historic town of Hastings

and is a great place to live, ranking number 20 on the happiest place to live in the South East in 2019. It is just an hour and a half to the centre of London by train and is great for those wanting to have the amenities, employment and culture of London on their doorstep, but who equally want to escape the hustle and bustle and enjoy the fresh air and space of the countryside.

From high street stores, markets and independent shops you will be sure to find what you need and then some. At its centre, the town is bursting with high street classics and is jam-packed with independent businesses dotted around the town, offering a wide range of shops and services including various fashion boutiques, delicatessens, florists, butchers, bakers, interiors and kitchen shops, barbers and hairdressers, gyms and even a couple of country and farm markets.



Eastbourne boasts great recreation potential: at the town's borders is plenty of countryside that's ideal for relaxing strolls. If you are an avid hiker, head to the white cliff trail for a very serene and beautiful hike across the South Downs Way with hilltop views of Beachy Head Lighthouse. Take a trip down memory lane by visiting Eastbourne Pier. This seaside pleasure palace was built in the Victorian era and embodies the spirit of that age.

If piers aren't your thing, you can enjoy an impressive show at Eastbourne Bandstand. This landmark has a sea-blue terracotta tiled roof and plays host to some of Europe's best tribute acts. Every year, the Eastbourne calendar tends to get bigger and better and includes such events as the Aegon International women's tennis at Devonshire Park and the

Eastbourne Airshow (held on the seafront), which is free to attend and includes a live music stage and fireworks display.

Eastbourne is also a centre for culture, with the town's local theatres playing host to some of the UK's top talent as well as food festivals, music events and seaside people-watching - it makes for a great day out.

Top 10 things to do in Sussex

- Drusillas Park Zoo, Alfriston
- Royal Pavilion, Brighton
- British Airways i360, Brighton
- Harbour Park, Littlehampton
- 1066 Battle Abbey and Battlefield, Battle
- Rathfinny Wine Estate, Polegate
- Fishers Adventure Farm Park, Billingshurst
- Borde Hill Garden, Haywards Heath
- Herstmonceux Castle & The Observatory Science Centre, Hailsham



Sources: Keytek, Great British Life, Zoopla, visitsoutheastengland, Yopa, World Guides 1