

RIVERSIDE PRIMARY SCHOOL AND NURSERY

Every Child a Happy Learner



Assistant SENCO and SEN Teacher APPLICATION PACK



RIVERSIDE PRIMARY SCHOOL AND NURSERY

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

www.riversideprimaryschool.org.uk Tel: 01628 621741

Email: office@riversideprimaryschool.org.uk

Job Description

Responsible to: Headteacher and Governing Body

- To support the Deputy Head for Inclusion with the day to day operation of the SEN Policy
- To implement and lead intervention groups for pupils with SEN and evaluate their effectiveness
- To liaise with outside agencies and the Local Authority
- To organise and lead annual reviews
- To ensure records are maintained and kept up to date
- To communicate regularly with parents or carers
- To support staff to implement strategies to support pupils with SEN
- To work as a teacher within the school's policies and guidelines and contribute to their development.
- To promote the aims and support the ethos of the school.
- To be responsible for the effective teaching and learning of the children in your care by providing differentiated work to match their needs.
- To work in partnership with the Inclusion Team, Outside Agencies, Class Teachers and Support Staff.
- To provide an orderly, attractive and stimulating learning environment suited to children with SEN.
- To provide appropriate learning situations to enable the children to develop attitudes, skills, concepts and knowledge matched to their age and ability.
- To assess and mark work, record and report on the attainment, development and progress of pupils and moderate standards with the whole school staff.
- To communicate and consult with the parents/guardians of pupils.
- To be responsible for the social, moral, physical and cultural development of the children in your care.
- To maintain good behaviour and an adequate level of supervision.
- To safeguard the health and safety of pupils in your care, both at school and when involved in off-site school activities.
- To plan effectively the work for your groups on a long, medium and short-term basis.

- To strive to improve attainment for pupils in your care by undertaking long and short term target setting.
- To attend and contribute to staff meetings, INSET and after-school consultations with parents.
- To promote good relationships with staff, parents, and the school community.
- To create displays that are well presented and clearly labelled (including titles, statements, open-ended questions, which the children, parents and visitors can relate to.)
- To lead a curriculum subject or area of whole school improvement
- To contribute to the school improvement plan.
- To carry out any other professional duties as required by the headteacher or Deputy headteacher.

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will assessed.

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE		
Proven track record of good/outstanding teaching.		x
Qualified Teacher Status.	x	
Evidence of additional relevant professional.		x
Qualifications/training eg. degree.	x	
Experience across more than one key stage.		x
Taught in a Primary School for a minimum of 3 years.		x
Experience of working with children with SEN	x	
SKILLS AND ABILITIES		

	Essential	Desirable
Set high expectations & promote good progress/ pupil outcomes.	x	
Model positive behaviour, attitude & values expected of pupils.	x	
Plan & teach well-structured lessons.	x	
Promote a love of learning.	x	
Adapt and differentiate teaching to meet the needs of all pupil groups e.g. SEND, EAL, HA.	x	
Make accurate use of assessment, feedback & data to secure pupil progress.	x	
Effective behaviour management to ensure a safe learning environment.	x	
Communicate effectively & listen to parents/staff/children.	x	
Work closely with teaching /support staff.	x	
Set up/maintain an attractive, engaging learning environment.	x	
Excellent self-organisation skills.	x	
Good oral & written communication skills.	x	
Reflect on own practice & learn from others.	x	
Good ICT skills.		x
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Secure knowledge of Primary National Curriculum.	x	
Ability to take leadership responsibility for a subject.		x
Understand the school's role in the wider community.	x	
Understand & promote high standards of literacy, phonics & mathematics.	x	
DISPOSITION Personal qualities		
Form and maintain appropriate relationships/personal boundaries with children, staff & parents.	x	
Able to make positive contributions to the whole school.	x	
Display a proactive & enthusiastic attitude.	x	
Sense of humour.	x	
Commitment to extra-curricular activities.	x	

	Essential	Desirable
Able to support teachers with less experience & lead by example.	X	
Work with line manager & share the school's vision.	X	
Commitment to personal professional development & working in a team.	X	
Willingness to promote the Council's Equal Opportunities Policies and implement these in the classroom.	X	

RIVERSIDE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications





Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, preferably by email (finance@riversideprimaryschool.org.uk) by:

10.00 a.m. on Thursday 19th May 2022.

Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the School Business Manager.

Successful applicants will be invited to interview **on Tuesday 24th May 2022.**

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised.

We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on **1st September 2022.**

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.



Contact details:



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