



**BURFORD
SCHOOL**
FOUNDED 1571



JOB INFORMATION

ASSISTANT SENDCO

APPLICATION DEADLINE: 12.00 pm Friday 1 March 2024



THE SCHOOL

Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.



THE ROLE

Assistant SENDCo for KS4 & 5

SALARY	:	MPS / UPS TLR 2b (Currently £5,022)
CONTRACT	:	Full time
TERM	:	Permanent
STARTING DATE	:	April 2024
RESPONSIBLE TO	:	Assistant Headteacher: SENDCO & Interventions

We are seeking to recruit a highly motivated and inspiring professional to manage and lead the provision for students on the SEND register, with particular focus on students in Key Stage 4 & 5.

The successful candidate will have strategic responsibility for tracking and ensuring excellent outcomes at KS4/5 for this group of students. There are four pillars to the role: enabling students on the SEND register to overcome pastoral barriers which impede their current and future outcomes; tracking pupil performance and coaching those who are underperforming; facilitating support programmes both inside and outside of the curriculum and guiding academic and vocational pathways to KS5 and beyond.

This post is open to teachers that meet the person specification who can effectively undertake the role and either hold or are interested in undertaking the National Award Special Educational Needs Coordination in the future.

For further information or a discussion regarding the post, please contact the Assistant Headteacher : SENDCo & Interventions, Mr Bassett.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern at interview.



Main purpose

The Assistant SENDCo, under the direction of the SENDCo, will:

Support the strategic 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 within Key Stage (KS) 4 & 5

Provide professional guidance to colleagues, working closely with staff, parents and other agencies

Duties and responsibilities

→ Strategic development of SEN policy and provision in KS 4&5

Have a strategic overview of provision for pupils with SEN or a disability across the school (within the specific Key Stages), monitoring and reviewing the quality of provision

Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability

Make sure the SEN policy is put into practice and its objectives are reflected in the department's improvement plan (IP)

Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

→ Operation of the SEN policy and co-ordination of provision in KS4 & 5

Maintain an accurate SEND register and provision map

Work with the Assistant Headteacher: Teaching & Learning to develop adaptive practice across the school

Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support

Support the SENDCo in the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment

Be aware of the provision in the local offer

Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies

Be a key point of contact for external agencies, especially the local authority (LA)

Analyse assessment data for pupils with SEN or a disability in order to improve provision and student progress

Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness



→ Support for pupils with SEN or a disability in KS4 & 5

Identify a pupil's SEN

Co-ordinate provision with the SEND Manager that meets the pupil's needs, and monitor its effectiveness

Secure relevant services for the pupil

Ensure records are maintained and kept up to date

Submit EHCP applications

Review the education, health and care plan (EHCP) with parents or carers and the pupil

Communicate regularly with parents or carers

Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil

Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

→ Leadership and management

Support the Assistant Headteacher and assist in managing the Learning Zone

Work with the SENDCo, Headteacher and Governors, to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements

Prepare and review information the governing board is required to publish

Contribute to the department's improvement plan and whole-school policy

Identify training needs for staff and how to meet these needs

To attend and lead Learning Zone meetings, to share information about students, discuss support strategies and gain relevant training

Share procedural information, such as the school's SEND policy

Promote an ethos and culture that supports the school's SEND policy and promotes excellent outcomes for pupils with SEN or a disability

Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability

Lead staff professional development and produce specific reports

Review staff performance on an ongoing basis

To deputise for the SENDCo in matters relating to SEND if appropriate

→ Support for the Curriculum

To support the delivery of the School's Curriculum and the extra-curricular activities offered by the school.

To develop a mutually supportive relationship with all teaching staff to support the pupil's progress.

To help pupils gain access to the curriculum through effective planning, adaptive teaching and effective use of resources.



→ Support for the School

To work as part of a flexible and supportive team to further the ethos of the school.

To undertake relevant training to enhance personal development and use the knowledge to benefit the school.

Provide coaching and development for other staff

To take part in all school based INSET and attend staff and department meetings.

To be aware of issues concerning Special Educational Needs and to undertake appropriate courses where necessary.

To take part in the school's Professional Development Cycle

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher/SENDCo.



Person Specification

Qualifications	Essential	Desirable
Educated to Degree level or equivalent.	√	
Qualified Teacher Status	√	
Higher Qualifications in the field of SEND		√
National Award for SEN Co-ordination / willing to work towards qualification in the future		√
Experience		
Ability to use IT effectively.	√	
Use IT as a management tool.	√	
High quality teaching to pupils of all abilities.		√
Experience in running small group interventions	√	
Experience with children with SEND or pastoral work.	√	
Skills		
Personal		
Excellent communication and organisational skills.	√	
Ability to organise and prioritise workload and work on own initiative.	√	
Good interpersonal skills and the ability to work collaboratively.	√	
Knowledge and Understanding		
Requirements for an effective inclusion and SEN strategy.	√	
Developing differentiated schemes of learning.		√
Knowledge of effective target-setting and monitoring strategies.	√	
Effective strategies for supporting staff to improve teaching and learning.	√	
Safeguarding policy and practice.	√	
Equal Opportunities		
Understanding of different social backgrounds of pupils.	√	
Understanding the needs of pupils and the appropriate policies and strategies to support them.	√	





Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

Additional Staff Benefits

- Additional PPA for professional development
- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Teacher pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School*.

* Please see relevant Admissions Policy on the school website.



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

Please download job details and an application form from our Eteach page: <https://www.eteach.com/job/assistant-sendco-for-ks-4-and-5-1402881>

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

Application deadline: **Friday 1 March 2024 (12.00 pm)**

Interviews will be held week commencing **11 March 2024**



BURFORD
SCHOOL
FOUNDED 1571

www.burford.oxon.sch.uk

Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL

Burford School is a company limited by guarantee registered in England & Wales under number 8082185.
Registered Office: Burford School, Cheltenham, Burford, Oxfordshire OX18 4PL