

Briefing Pack for Applicants Assistant SENDCo (non-teaching)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

Section 1: Post Advertisement.....	1
Section 2: Letter from the Chief Executive – Bev Matthews.....	2
Section 3: Letter from the Headteacher	3
Section 4: Job Description.....	5
Section 5: Person Specification.....	8
Section 6: The Appointment Process.....	10

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Assistant SENDCo (non-teaching)
Location: Handsworth Grange Community Sports College
Pay scale: NJC Grade 6 Points 21: £30,825 to 26: £34,834 gross per annum pro rata
Actual Annual
Salary: £26,513.65 to £29,961.93 (under 5 years of service)
Contract: Full time, Permanent, 37 hours per week x 39 working weeks
Start date: 01 May 2024

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint an Assistant SENDCo to join our outstanding SEND Department at Handsworth Grange Community Sports College.

Candidates are encouraged to have an informal discussion about the role with Deputy Headteacher Gemma Hirst: gehirst@handsworth-mlt.co.uk

The closing date is 9am on Monday 22 April 2024. Interviews will take place week commencing 29 April 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school and Trust website www.hgcsc.co.uk / Vacancies - Minerva Learning Trust

Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.* Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.




Suzy Mattock

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.

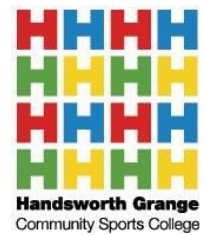


S Mattock
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Assistant SENDCo (non-teaching)
GRADE/SALARY	Grade 6
HOURS/WEEKS	37 hours per week x 39 weeks
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	SENDCo
PURPOSE OF THE JOB	<p>To assist the SENDCo with strategic and day to day responsibilities for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans</p> <p>Under the direction of the SENDCo:</p> <p>To ensure that Special Educational Needs (SEN) provision within the school is both efficiently and effectively managed.</p> <p>To ensure that all legal and statutory requirements are met for students with SEND.</p>
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent standard of education • 5 Good GCSEs including English and Maths • Level 3 qualifications

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- Support the SENDCo with the management of the SEND register and the Sheffield Support Grid
- Support the SENDCo with the planning and implementation of provision to meet needs of pupils with SEND including those with EHC plans
- Support the SENDCo to conduct fully the plan, do review cycle for pupils receiving SEND provision
- Work under the guidance of the SENDCo to conduct and record SEND review meetings
- Work under the guidance of the SENDCo to liaise with other professionals and conduct assessments
- Work under the guidance of the SENDCo to keywork pupils with complex SEND
- Support in the assessment and execution of exam access arrangements as per JCQ guidelines
- Support the SENDCo with impact monitoring of SEND interventions
- Support the SENDCo to ensure updated and key information about pupil needs and strategies are shared with all staff
- Support the SENDCo with the transition processes of Y6 to Y7 and Y11 to post-16
- Support the SENDCo to ensure a robust process of identifying children for the SEND register
- Contribute to staff CPD, particularly around supporting specific students or the SEND Non-Negotiables
- Take an active role in the monitoring, evaluation and assessment activities as part of the department quality assurance procedures
- To conduct stakeholder voice activities

Teaching and Learning: to support the SENDCO to:

- Work with other colleagues across the school to support them in supporting SEND students
- Oversee and monitor the quality of support plans such as MyPlans, EHC Plans and maintaining detailed information for subsequent meetings with parents and/or external agencies
- Oversee and monitor the quality of personal profiles for students with Special Educational Needs and ensure information is shared through relevant systems
- Support the SENDCO in meeting statutory responsibilities for EHCPs and their Annual Review
- Deliver small group or individual learning or intervention with students as agreed with SENDCO

Leadership and Management of SEND:

- To be part of, and take the lead in, external meetings where appropriate
- To assist the SENDCO in planning for continual improvement and to contribute to the evaluation of the work of the department
- To promote an atmosphere of continuing professional development and to share good practice with colleagues
- To assist the SENDCO to manage effectively all staff connected with the department
- To assist the SENDCO to appraise departmental colleagues on an annual basis

- To encourage all staff to recognise and fulfil their statutory SEND responsibilities
- To disseminate procedural information such as recommendations of the code of practice or the school's own SEND policy
- To ensure the establishment of opportunities for SEND Teaching Assistants to review the needs, progress and targets of students with learning difficulties
- To provide regular information to the Headteacher/SLT and the Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review
- To lead SEND Team Meetings to ensure departmental colleagues are aware of school policy to contribute to CPD at a departmental and whole school level in issues pertaining to SEND

Efficient and Effective Deployment of Staff and Resources: to support the SENDCO:

- To provide advice to Headteacher/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND
- To organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- With the SENDCO liaise with Locality SEND team, bid for and deploy additional resources
- To undertake any other duties as directed by the Headteacher
- Analyse relevant data and respond accordingly.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Assistant SENDCo

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Experience of working in a secondary education environment	AF
KNOWLEDGE, SKILLS AND EXPERIENCE	
Experience in Secondary education	AF/I
An understanding of the SEND Code of Practice	AF/I
An understanding of the four areas of special educational needs	AF/I
Has knowledge/experience of working with outside agencies	AF/I
Experience of analysing data and drafting reports	AF/I
Knowledge of the Primary to Secondary Transition process and secondary to Post 16 transition	AF/I
Can forge positive relationships with staff, pupils, and parents	AF/I
Can analyse data to ensure pupil progress	AF/I/AA
Excellent IT skills	AF/I/AA
Excellent communication skills to manage interaction with a diverse range of stakeholders	AF/I
Ability to manage multiple tasks and manage time effectively	AF/I/AA
Ability to work accurately and with attention to detail	AF/I/AA
PROFESSIONAL DEVELOPMENT	
Evidence of a commitment to continuing professional development	AF/I
Willingness to actively participate in professional learning	AF/I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape	AF/I
QUALITIES AND ATTRIBUTES	
High expectations of self	AF/I
The ability to act on advice and be open to coaching	AF/I
The ability to motivate others	AF/I
The ability to remain calm and diffuse situations	AF/I
A commitment to support the Trust and the school's aims, vision and ethos	AF/I
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion	AF/I

Energy and commitment to professional responsibilities and to the betterment of all pupils	AF/I
A willingness to contribute to the wider life of the school	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I/R
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/I/R
A commitment to equal opportunities.	AF/I/R
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I/R

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.