

**Application Pack -**   
**Assistant SENDCO**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

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| **Appointment Type** | Permanent |
| **Start Date** | May 2023 or as soon as possible |
| **Hours** | 32.5 hours per week, Monday to Friday  39 weeks per year (Term time plus Inset days) |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 7 £27,321-£31,009 pro rata  Actual salary £23,469- £26,637 |
| **Closing Date** | Friday 21st April 2023 |
| **Interview Date** | To be confirmed |

The successful candidate will assist in managing the provision for pupils identified as having Special Educational Needs including promoting high quality teaching, effective use of resources and high standards of learning and achievement for pupils. With the support of the SENDCO and Assistant Headteacher you will have responsibilities for two areas of need and the line management of SEND Staff in these areas. It is envisaged initially this will be communication and interaction and sensory/ physical needs; although we are flexible in adapting responsibilities to the specific strengths to the successful person.

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from www.sandbachhigh.co.uk

**Job Description Assistant SENDCO**

**The Role**

As part of the SEND Leadership team assist in managing the provision for pupils identified as having Special Educational Needs including promoting high quality teaching, effective use of resources and high standards of learning and achievement for pupils. With the support of the SENDCO and Assistant Headteacher you will have responsibilities for two areas of need and the line management of SEND Staff in these areas. It is envisaged initially this will be communication and interaction and sensory/ physical needs; although we are flexible in adapting responsibilities to the specific strengths to the successful person.

**Main Responsibilities:**

1. To assist the SENCO and Assistant SENDCO in leading provision for SEND within school in line with agreed areas of responsibility.
2. To lead on a given areas of SEND need as directed by the SENDCO. You will plan, deliver and co-ordinate this including contact with parents and multi-agency professionals as required. To provide intervention and have a specialist focus as directed by the SENDCO.
3. To lead on the tracking and monitoring the effectiveness of SEND interventions.
4. As part of the SEND Leadership Team take a lead role in “The Bridge” in line with your timetable.
5. To model best practice for SEND including leading and preparing CPD sessions for SEND staff.
6. To lead EHCP reviews and SEN Support Plans by managing and maintaining these and contacting parents and outside agencies as required.
7. To lead SEND Early Help plans designated by the SENDCO.
8. To lead referral processes for your areas of responsibility.
9. Ensure that accurate records are kept of interventions and meetings with parents and outside agencies.
10. Keep pupil records up to date and to analyse and monitor pupil progress through a range of techniques.
11. To liaise with other professional staff, parents and outside agencies to ensure effective communication.
12. To support meetings of SEN staff, communicate information to staff, parents and pupils and use data to effectively to identify pupils who are underachieving.
13. To participate in staff training and to offer advice and support to teaching staff in providing a quality first teaching approach.
14. To be the key contact for designated parents and additional agencies.
15. To take responsibility of one’s own training needs; attending INSET training and to attend relevant external courses as necessary.
16. To actively safeguard and promote the welfare of children at all times.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Trustees from time to time, up to or at a level consistent with the main responsibilities of the job.

**Person Specification**

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|  |  | **Essential** |  | **Desirable** | **How**  **identified** |
| **Qualifications and Training** | • • | * Have achieved nationally recognised qualification at level 2 or above in English/Literacy and Mathematics/Numeracy. * Educated to NVQ Level 2 in a relevant area |  | * Educated to A Level / NVQ level 3 in a relevant area | Application |
| **Relevant Experience** | •  • | * Recent successful experience working with students of relevant learning age in a learning environment. |  |  | Application  References  Interview |
| **Skills and Knowledge** | •   * •   •   * • •   • | * Have knowledge of Child Protection, Health and Safety and care legislation * Working knowledge of relevant policies, code of practice and legislation * Good understanding of child development and learning processes * Good understanding of statutory frameworks, relevant to teaching and education * Understand classroom roles and responsibilities and your own role within this * To be able to contribute effectively to personalised provision by taking practical account of diversity * Able to support teaching staff effectively with strategies which best support our individual pupils and those with additional needs * Good communication skills. * Use of ICT and be able to use effectively in the learning environment |  | * Sufficient understanding of how best to support and work alongside students with a variety of learning and care needs and continuing professional development, implementing practice and knowledge through self-evaluation and learning from others, to deliver a high standard of support | Application  References  Interview |
| **Personal**  **Qualities** | •  • • •  • | * Ability to relate well to students and staff * To be able to work as part of a team and build positive relationships. * An ability to take initiative and seek advice where appropriate. * Commitment to safeguarding and promoting the welfare of children and young people. * A commitment to continue own personal development. | • | A reasoned educational philosophy commensurate with the school’s ethos and values. | References Interview |

**THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\* This job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**DISCLOSURE & BARRING SERVICE (DBS)**

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**SAFEGUARDING CHILDREN**

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

Applications

If you would like to visit or would like an informal discussion about the role please contact Mark Hitchen (Assistant Headteacher) via email [mhitchen@sandbachhigh.co.uk](mailto:mhitchen@sandbachhigh.co.uk) and completed applications should be returned to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

To apply for this post, please complete an application form with a supporting statement of no more than two sides of A4 on your suitability for the post and the school.

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

