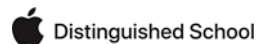


Application Pack— Designated Safeguarding Lead/SEND/CO, Easter 2022



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our advertisement for the position of Designated Safeguarding Lead/SEND CO at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished School and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- a sincere desire to develop each and every individual

We are looking for an individual who:

- welcomes the opportunity to be challenged
- has high expectations of themselves and children
- has a strong understanding of pedagogy
- enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



A letter from our Headteacher

Dear Applicant,

Thank you for taking an interest in the post of SENDCO/DSL at Layton Primary School. If you are reading this, you must feel ready to move into the next stage of your career in a three form entry Primary School; we will look forward to receiving your application. This post represents a fantastic career opportunity for the right candidate.

Our school has a relentless focus on securing excellent teaching and learning through a growth mindset; our ambition extends to pupils with SEND. We continually strive and seek out ways to improve what we do and how we do it. The development of a more integrated and focused Foundation Subject curriculum has begun already and we continue to refine this, alongside schemata, schemes of work and school organisation to deliver the curriculum our children require.

We are an inclusive school where we ensure children have access to the curriculum alongside their peers within class, for the vast majority of the time. The emphasis is on quality first teaching initially, with targeted interventions where necessary.

This role is non-class based, but our SENDCO/DSL will support the work of teachers both inside and outside of the classroom to ensure children with SEND receive a quality offer across school.

Our SENDCO and DSL will work with Senior and Middle Leaders to ensure curriculum entitlement is strong. Layton Primary has above average numbers of children on the SEN register, and our children go on to achieve well in all aspects of the curriculum. The right candidate will be able to support teachers in delivering quality provision, as well as support Senior Leaders in defining the whole school entitlement to the curriculum.

Safeguarding is a key aspect of our work on a daily basis and as our SENDCO you will be leading a team to support the families and needs of our children. This includes a Child Protection Officer/Deputy DSL and a Family Engagement Officer. You will be their direct line manager, this offers the right candidate an opportunity to develop their Leadership and Management skills.

It is recognised by the Governors, parents, pupils and the staff that this is a key appointment for our school. The successfully appointed SENDCO/DSL will be playing a key role in leading the school in supporting the Leadership of the school to build on past achievements. We are consistently looking to develop staff who continually seek improvement of both themselves and the school, and therefore if you are willing to improve and challenge your own and others' practice through a deep commitment to self-improvement and growth-mindset, we will look forward to meeting you.

You will join a team dedicated to securing the best possible outcomes for each and every one of our children.

The successful candidate will need to be able to demonstrate that they possess a proven track record of high quality teaching. You will have undertaken the SENDCO qualification or be able to begin working towards this within the first year.



A letter from our Headteacher

As a school we dedicate time to developing staff and invest in their professional and personal development. If successful, you will have the opportunity to develop your own skills in leadership and management coupled with the ability to build and develop sustained and lasting relationships with the whole school community. Therefore, it's important that you can demonstrate that you are organised, innovative, confident and a skilled communicator with the ability, and sensitivity, to implement change successfully and impact on whole school practice.

Our parents are an essential aspect of the school. They are an integral part of their children's education and we have good levels of communication with them, working in partnership at all times. We expect the successful candidate to be confident in speaking sensitively and honestly with our parents in all situations. This role will involve working with a number of professionals and outside agencies, and you will demonstrate excellent communication skills, both written and oral, to ensure the best possible outcomes.

I hope you decide to visit our school and apply; you are most welcome to meet our staff and children and we shall be organising socially distanced visits for candidates who are interested.

In the meantime, you can gain more information about the school on our website, from the OFSTED report and on our Twitter feed. If you would like an informal conversation regarding the post, please ring me on the school number.

Yours faithfully,



Jonathan Clucas



#TeamLayton



Beginning your teaching career, or moving to a new school, can be daunting. Starting my NQT year at Layton Primary, I quickly felt incredibly welcomed, included and valued as part of our school community, our 'Layton Family'.

Our school motto, 'Growing Great Minds Together', runs through our school like a stick of Blackpool rock. Just like the children, you are encouraged to take risks, develop your resilience and are often taken out of your comfort zone! Before joining #TeamLayton, I was terrified of public speaking, and would never volunteer to lead presentations. After encouragement and support from SLT and other members of staff, I have presented at several CPD events, including a few at our own school as an Apple Regional Training Centre, and have also encouraged other members of staff to drop into my classroom to learn new skills and share good practice. We were all encouraged to start a 'teaching Twitter', which has truly developed my own CPD and has enabled me to share ideas with other like-minded educators all over the world!

Being a large, three-form entry school, working collaboratively with others, both within my own year group and across the school, has been vital in ensuring the best possible experiences for our pupils. We are encouraged to trial new ideas and reflect on their effectiveness, which can then be implemented across the rest of the school. Learning to utilise technology effectively within my practice, to be able to respond to the needs of all children, has been invaluable and I honestly couldn't imagine teaching anywhere else!

Jemma Bunce—Class Teacher

Layton Primary School creates the perfect environment for NQTs to develop and excel. I began my teaching career as an NQT at Layton where I developed my teaching practice in ways I did not anticipate. Growing Great Minds Together is not merely a school motto, it is an ethos that resonates through out the entire school environment. As an NQT I was encouraged to collaborate with more experienced members of staff in order to aid my development. This was always met with a smile, support and purposeful advice. For example, when joining Layton I had very little experience using technology in the classroom however, with advice and expertise of all the staff I soon became an Apple Teacher who is extremely confident integrating technology into my daily teaching practice.

Layton is an innovative and forward thinking school and all members of staff are actively encouraged to learn from each other. Even as an NQT I was hosting workshops at TeachMeets, leading training regarding Speaking and Listening as well as playing an active role in staff meetings. Despite being in the infancy of my career, the Senior Leadership Team and other members of staff always value my opinions and ideas and encourage me to try new things, whilst still being on hand to advise and support.

The support that I received, not only in my NQT year, but throughout my time at Layton has been second to none. We are a family at Layton. We have a Senior Leadership Team whose main priority is to develop staff, in a supportive manner, in order for us to provide the best learning environment for our children and in order for us to become the best teachers we can be.

Lucy Fidler — Class Teacher



#TeamLayton

There are many reason I love Layton Primary School. One of the reasons is the way the 5Rs help my learning. They make me more resilient, want to take risks, have good relationships with my friends, help me reflect on my work and have taught me how to be resourceful.

We have lots of opportunities to go on exciting trips, my favourite was when we visited Jodrell Bank. I really love my literacy and history lessons.

Sometimes I struggle with maths and science but I use my 5Rs to help me. We are really lucky to be an Apple Distinguished School because this means we have access to technology to enhance our learning. I really enjoy working with wider community, for example in Year 5 we are working with Blackpool Zoo and the Silent Forest Campaign to spread the news about beautiful songbird becoming extinct.

Layton is a place where I feel safe because I know all the grown ups care about me and listen to me. Layton is the best school in the neighbourhood and I would never want to go anywhere else.

Holly—Year 6 pupil



I love being at Layton Primary school! Maths and literacy are my favourite lessons because they are challenging and make me think. We use the 5Rs in everything that we do. They help me to be more independent and challenge my own learning. We all have an iPad which helps us to work at a speed that suits us. I enjoy using my iPad because it's fun and I can be creative on it.

We've made animations, books, videos and observations of science experiments. I like working in groups to solve problems, especially using Lego WeDo, where we build lego and then code it.

I like the playground because it's fun and I have good friends to play with. I like being on packed lunches because on sunny days, I can eat outside in the sun with my friends.

The teachers are lovely. I know I can talk to them if I have any worries so I feel safe in school.

Vinnie—Year 4 pupil



About the post: Designated Safeguarding Lead/SENDCO, Easter 2022

Designated Safeguarding Lead/SENDCO:	L 5-9 (Pending pay review)
Responsible to:	Headteacher
Key links:	Deputy Headteacher, Assistant Headteacher, Safeguarding Team, Team Leaders, Class Teachers
Supervisory responsibilities:	Line management of Safeguarding Team. Supervision of Special Support Assistants.



Please note, the post will commence from Easter 2022, or earlier if possible.

Role Specification

- To be responsible for the education and welfare of all children in accordance with the requirements of the current *Conditions of Employment of School Teachers* document, having due regard to the requirements of the school's aims, mission statement, objectives and schemes of work and any policies of the Governing Body.
- To be the Designated Safeguarding lead for the school.
- To share in the corporate responsibilities outlined in the school Health and Safety Policy and Internet Access Policy following all procedures accordingly.
- To abide by the DfE Guidance for Safer Working Practice for Adults Working with Children and Young People.

The SENDCO/DSL takes a leading role in raising standards in school by acting to close the gap between the attainment of pupils from vulnerable groups and the attainment of the rest of the school; this is done through the role of SENDCO and through developing links and close working practices with partner agencies.



About the post: Designated Safeguarding Lead/SENDCO, Easter 2022

Shaping the future

- Contribute to the School Development Plan and termly Raising Achievement Plans
- Plan strategically and operationally to ensure outstanding Safeguarding procedures across school
- Motivate and work with others to ensure a shared commitment to the vision and values of the school
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism and publicly support all decisions of the Headteacher and Governing Body

Leading teaching and learning

- Provide an example of excellence as a leading classroom practitioner and inspire and motivate other staff
- Carry out the duties of Special Educational Needs Co-ordinator (see separate job description below)
- Track the progress and standards of all vulnerable groups in the school and report on these to the Headteacher
- Support the Headteacher and Assistant Headteachers in ensuring high standards of Behaviour in the school

Developing self and working with others

- Work with the Headteacher and Assistant Head teachers to, motivate, support, challenge and develop all staff to secure continual improvement
- To act as Performance Management Reviewer for designated staff

Leading and managing the organisation

- In consultation with, and by the direction of the Headteacher, deploy the Safeguarding team and associated resources efficiently and effectively to meet the needs of the vulnerable groups in school

Securing accountability

- Support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders in all matters relating to SEND and safeguarding.

Strengthening community

- Contribute to the development of effective links with parents and carers, partner agencies and the community to enhance and enrich the school and its value to its stakeholders, particularly the vulnerable groups

Job Description: Designated Safeguarding Lead/SENDCO, Easter 2022

The SENDCO works closely with the head teacher, senior leadership and colleagues in the strategic development of the school's Special Educational Needs (SEN) policy and oversees the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

Areas of Responsibility and Key Tasks

Strategic Direction and Development of SEND and Safeguarding Provision in the School (with the support of, and under the direction of the Headteacher)

- Exercise a key role in assisting the head teacher and governors with the strategic development of SEN policy / provision and Safeguarding
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEN are reflected in the school development plan
- Engage with and co-ordinate external agencies, ensuring accurate reporting procedures are followed and relevant agencies engaged
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work scrutiny and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- To be the designated senior teacher for Children Looked after

Teaching & learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND work with the Headteacher and staff to develop effective ways of minimising barriers to learning through: assessment of needs, monitoring of teaching quality and pupil achievement, target setting, including IEPs, developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies



Job Description: Designated Safeguarding Lead/SENDCO, Easter 2022

Leading and managing

- To provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings
- To contribute to the performance management process of SEND Support Staff
- To advise on and contribute to the professional development of staff, including whole school INSET provision
- To provide regular information to the head teacher and governing body on the evaluation of SEN provision
- To manage systems of assessment with track successful progress of disadvantaged, FSM, SEND pupils and pupils on the CP register against national averages
- To ensure the school offer for SEND is explicitly clear via appropriate documentation, including the school website
- To be aware of, and utilise the LEA offer for SEND

Effective deployment of staff and resources

- To advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- To maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- To monitor and evaluate the effectiveness of special support assistants and support in securing improvement.

Other professional requirements

- Co-ordinate all Annual Reviews and attend / chair when necessary
- Attend Nursery/Year 7 transition for pupils with complex needs and/or EHC plans to help facilitate continuity and progression through the development of a transition programme
- Attend and deploy relevant staff to ensure effective safeguarding across the school
- To review children on the SEND register and their progress at regular intervals
- Hold, or be prepared to study for, the National Award for SEN Co-ordination



Job Description: Designated Safeguarding Lead/SENDSCO, Easter 2022

Safeguarding

- To line manage the safeguarding team effectively to ensure highly effective safeguarding procedures and policy across the school
- To ensure all staff are aware of the Early Help process, and understand their role within it
- To co-ordinate referrals to outside agencies
- To ensure all policies and procedures relating to safeguarding are robust and take into account the latest statutory guidance
- To work with the Safeguarding team to supervise and deploy staff to best effect, ensuring effective Safeguarding procedures across school
- To quality assure all operational and strategic procedures for children on the Child Protection Register, and Children looked after
- To work with the safeguarding team to ensure and promote good attendance across the school
- To work with the Safeguarding team to ensure the school operates robust induction procedures for all stakeholders
- To work with SLT to lead and advise on all safeguarding matters, both strategic and operational
- To maintain detailed accounts of concerns and referrals
- Understand and support with the requirements of Prevent duty and provide support and advice to staff on protecting children from the risk of radicalisation
- To work with the safeguarding team to promote good parenting, co-ordinating parental intervention programmes and Early help where appropriate
- To work with the Safeguarding team and SLT to ensure all staff receive Safeguarding training relative to their positions in school
- To work with the Safeguarding team, SLT and teaching staff to promote parental involvement



Person Specification: Designated Safeguarding Lead/SENDCO, Easter 2022

Attributes	Requirements	
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Relevant SEND experience within and beyond school setting • Development of SEND provision and offer • Team management/staff development responsibility • Resource management, including budgetary involvement • Experience / evidence of working with external agencies • Evidence of a thorough understanding of, and ability to implement, all SEN related statutory responsibilities to ensure the school's compliance with the SEND Code of Practice and any other current legislation 	<ul style="list-style-type: none"> • Mainstream school teaching of the National Curriculum in at least 2 settings
Education and Training	<ul style="list-style-type: none"> • Teaching qualifications, including national qualification for SENDCO (statutory requirement), or ability to complete SENDCO qualification within 2 years if not currently held • Degree or equivalent • Participation in external professional development in last 3 years 	<ul style="list-style-type: none"> • Further relevant qualifications in SEND • Delivery of programmes of professional development to staff
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to listen/communicate clearly with a range of audiences • Ability to negotiate, motivate and consult • Ability to offer support and challenge and to foster positive relationships with adults/children • Ability to lead and work as part of a team • Ability to promote the learning ethos of the school • Demonstrate excellent time keeping and ability to analyse, prioritise and meet deadlines 	

Person Specification: Designated Safeguarding Lead/SENDCO, Easter 2022

Attributes	Requirements	
	Essential	Desirable
Management Skills	<ul style="list-style-type: none"> • Ability to contribute to vision, leadership and clarity of purpose • Ability to set realistic targets and priorities • Ability to demonstrate a range of management and leadership styles appropriate to the situation • Ability to manage change and implement successfully • Ability to monitor and evaluate the performance of area and contribute to the improvement of provision • Ability to hold staff accountable and exercise appropriate delegation • Ability to support staff in regularly monitoring and evaluating children's progress • Ability to promote the school within the community • Commitment to inclusive education and willingness to respond to the needs of all learners • To articulate a clear educational philosophy and action plan consistent with effective SEND provision 	<ul style="list-style-type: none"> • Ability to relate management information to decision making at all levels, including the monitoring of cost effectiveness in spending

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Your accompanying letter of application must be no more than two sides of A4 and must demonstrate an excellent standard of written English; this will be considered in the short-listing of applications. Your application must also address all the essential criteria specified in the Person Specification.

Visits to the school are strongly encouraged, by prior arrangement. This is an essential part of the recruitment process and, as such, we have scheduled a socially distanced tour of the school on **Tuesday 11th January at 2:30pm**. Please contact Kirsty Wilkinson on 01253 392179 or by email recruitment@layton.blackpool.sch.uk to book your visit.

Closing date for applications to be received by school is **12.00 noon on Monday 17th January 2022**. Candidates should submit their application form and letter by email to recruitment@layton.blackpool.sch.uk. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours. Shortlisting will take place following the closing date and successful candidates will be invited by email to interview on Friday 21st January 2022. Please note that previous unsuccessful applicants are not encouraged to apply.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

