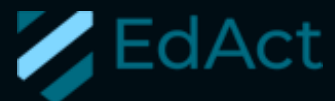




Primary Phase SENCo

Permanent / Part Time

Required For September 2024/
Jan 2025



Bury Campus

Little Bury Street, Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller Head of Primary: Erini Franciosa

About EdAct



EdAcT

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edmontoncounty.co.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School



Edmonton County School

www.edmontoncountyprimary.org.uk/

[Ofsted Report](#)

Edmonton County Primary consists of Reception – Year 6 with a seamless transition into Year 7 with no hesitation.

Edmonton County is a school with a strong sense of community. We are very proud of our school and work very hard to ensure that all our children feel happy, healthy, secure and safe so that they achieve their full potential. Our broad, stimulating and relevant curriculum helps each child to develop a firm foundation on which they can build in preparation for adult life. We recognise each child's individuality and strive to meet their needs in a caring and fully inclusive environment.

“Our Ofsted inspection in 2014 and 2018 confirm that we are a consistently ‘good’ school aiming to become outstanding in the future.”

Edmonton County Primary provides a wonderful place for children to grow and develop in a warm and nurturing environment. We believe that our children need to feel happy and secure at all times. We provide a strong foundation in basic skills learning, enriched with adventure and creativity. Providing safety, nurture and strong guidance forms the essence of an excellent learning atmosphere.

We have a strong commitment to raising the achievement of all children through a wide range of opportunities and experiences that promote the development of each child academically, socially, physically, intellectually, morally and spiritually. At our school, we want our children to become the best that they can be and leave as strong, open minded, confident individuals who have the ability and adaptability to thrive in an ever-changing world.

Erini Franciosa

Head of Primary



Job Description: **Primary Phase SENCo**



Post Title: Primary Phase SENCo
Grade: MPS Outer London (TLR 1b or 1c depending on experience)
Responsible to: Head of Primary

Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust. Edmonton County Primary Phase has approximately 210 children from Reception to Year 6. The primary phase opened in 2014 and Edmonton County School became an All through school from 4-18 years old.

Main Pay Scale Classroom Teacher - activities and responsibilities

The current School Teacher's Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Classroom organisation:

- a. To have concern for the children throughout the school day and to safeguard their health and safety at all times.
- b. To provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
- c. To provide positive praise as appropriate to encourage learning.
- d. To set up and maintain a consistent, safe and stable environment for children and adults with clear routines and structures.
- e. To establish a framework for behaviour in the classroom in line with school policies.
- f. To consistently involve the children in their learning.
- g. To promote children's independent learning through the appropriate organisation of classroom resources.

Continued on next page



Job Description: **Primary Phase SENCo**



Planning and record keeping:

- a. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
- b. To monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children
- c. To complete forecasts, records and reports to parents as agreed in school policies.
- d. To make plans, timetables etc. easily available to supply teachers, line managers, the headteacher, and any others who might reasonably request them.
- e. To initiate and manage external school trips to broaden the children's learning.

Delivering the curriculum:

- a. To directly deliver lessons ensuring that all aspects of the taught programme are delivered in a manner that is appropriate to the age of the children taught.
- b. To promote respect for everyone, adults and children.
- c. To deliver lessons with pace and passion.
- d. To use a range of teaching strategies including whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study taught.

Assessment:

- a. To monitor the children's progress; formally and informally assessing them in line with the school requirements.
- b. To monitor pupils behaviour, and social development and consistently use school based systems for behaviour management.
- c. To identify children with specific needs, to inform the SENDCo and co-operate with them in designing and implementing an education plan.
- d. To monitor and take account of the individual children's language needs, especially those with EAL.
- e. To use assessment to inform future planning.
- f. To be responsible for the generation of the annual school report for pupils in the class.

Continued on next page



Job Description: **Primary Phase SENCo**



Support for Colleagues:

- a. To manage TAs, support staff, students and involve them in planning and classroom organisation and resources.

Working with parents:

- a. To ensure effective communication with parents, establishing a strong home/school relationship.
- b. To engage parents in supporting their child's learning out of school through, for example, curriculum workshops, termly curriculum letter, regular home school work.

Personal effectiveness:

- a. To self-evaluate teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.
- b. To set high standards of punctuality.
- c. To keep abreast of latest developments regarding general teaching techniques and within a specified responsibility.
- d. To be able to communicate effectively both verbally and in written form on a specified area of responsibility.
- e. To contribute positively to all staff meetings and opportunities for professional dialogue.
- f. To meet deadlines

Whole school commitment:

- a. To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
- b. To demonstrate a commitment and implement all school policies and established practices.

This job description may be amended at any time after consultation with you.

This Job Description is written in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School's Pay Policy.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.



Candidate Specification: Primary Phase SENCo



Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust.

Qualifications criteria

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

CRITERIA	ESSENTIAL COMPETENCIES	HOW IDENTIFIED
Experience	<ol style="list-style-type: none"> 1. Recent experience of teaching successfully in EYFS and KS1. 2. Recent experience of teaching successfully in KS2 3. Recent experience of working in mainstream education 4. Will have had some experience of teaching in a multicultural inner city environment 	<p>Application form</p> <p>Desirable Application form</p> <p>Desirable</p>
Qualifications/ Knowledge	<ol style="list-style-type: none"> 1. Educated to degree level Qualified teacher status 2. Will have experience of working with children with SEN/EAL 3. Good subject knowledge of the National Curriculum and EYFS 4. Good Subject knowledge of teaching children to read 5. Good knowledge of statutory end of Key stage assessments 6. Higher degree 	<p>Application form Interview References</p> <p>Desirable</p>
Skills / abilities	<ol style="list-style-type: none"> 1. Excellent classroom practitioner 2. Demonstrable ability to be adaptable and solve problems 3. Show a willingness to learn, acquire and apply new knowledge and skills 4. Good interpersonal skills 5. Good communication skills, both written and oral 6. Good influencing/negotiating skills 7. Evidence of CPD 	<p>Application form Interview References</p>
Commitment	<ol style="list-style-type: none"> 1. To practise equal opportunities in employment and service provision 2. To maintain a personal commitment to professional development, linked to the competencies necessary to deliver the requirements of this post 3. To maintain consistently high standards and expectations in all aspects of the job 	<p>Application form Interview</p>
Personal	<ol style="list-style-type: none"> 1. Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit 2. Ability to work independently and as part of a team. Sensitivity to the needs of others 3. Openness and willingness to address and discuss relevant issues 	<p>Interview</p>

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



NON NOBIS SOLUM



Bury Campus

Little Bury Street, Edmonton, London, N9 9JZ

Tel: 020 8360 3158

Email: ECSrecruitment@edact.org.uk

Head of School Paul Miller

Head of Primary: Erini Franciosa