



SENCo Assistant
Shinewater Primary School
Information



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Welcome

Shinewater Primary School and Little Sunshine's Nursery is a two form entry school situated in the seaside town of Eastbourne. We are fortunate to have an extensive site that incorporates, open green spaces, including an outdoor learning classroom. We also have dedicated STEM labs, a large computing suite, an internet cafe and spacious, well resourced classrooms, each with a shared base area.

We offer our pupils a broad and stimulating curriculum which focuses on high expectations for all. We have specialist teachers in computing, PE and outdoor learning, English interventions and a consultant maths teacher. Enrichment opportunities at Shinewater are high profile leading to exciting learning experiences.

The school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at Shinewater Primary School inspires our children to be the best they can be in order to achieve their full potential through challenge, support and enrichment. Our children are immersed in a range of creative and stimulating learning experiences where they feel safe to take risks within a warm and inclusive atmosphere in all aspects of school life and beyond.

We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and pupil engagement. Our experienced Inclusion Manager leads the pastoral support team, which includes a family support worker and an in school counsellor. Our children are friendly, welcoming and cooperative. Every child is nurtured and valued, enabling them to develop respect for themselves and others ensuring that our children can shine through. Our positive behaviour system is well embedded and wellbeing and engagement is high.

Our school has been on an exciting journey of continuous development since joining Swale AcademiesTrust. The importance of continuous professional development at all levels is of paramount importance to us. Staff feel valued and supported. We continue to move from strength to strength.

Leadership across the school is a key strength supported by the Executive Headteacher who knows the school and staff well. There is an exceptional senior leadership team who bring a huge range of knowledge, skills and talents to the team.

The school also profits from the collaborative support of Swale Academies Trust, where by close working networks continue to drive improvements to teaching and learning as well as school management. The development of the school site and facilities has been superb over the last three years. The school now has a science lab, Internet cafe and IT suite. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school. The children and staff feel proud to belong to Shinewater Primary School.



Helen Evason
Headteacher

Job Description

Job Title: SENCo Assistant
Grade: SAT B
Responsible to: SENCo

Purpose of the Job:

To provide administrative and organisational support to the Inclusion Manager in relation to SEN (Special Educational Needs) and Welfare issues.

Main duties and responsibilities (Accountabilities):

- Provide administrative and organisational support to the Inclusion Manager including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings.
- To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate.
- Under the direction of the Inclusion Manager, maintain and update medical care plans / Pupil Progress records / IEPs (Individual Education Plans) and other intervention plans.
- Under the direction of the Inclusion Manager collate and prepare information relating to assessments, statements and referrals to other agencies.
- Under the direction of the Inclusion Manager, undertake routine liaison with external agencies and parents / carers.
- In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – e.g. school nurse, physio, speech and language, play therapist, school counsellor.
- Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy.
- To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor and order medical supplies as required.
- To collate SEN, welfare and medical data producing routine reports and preparing statistical returns as requested.

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

| Qualifications | Essential / Desirable |
|--|-----------------------|
| English, Maths and Science GCSE at C grade or above (or equivalent) | E |
| NVQ Level 2 / 3. | E |
| Experience | |
| Proven administration experience. | E |
| Experience of using SEN modules on SIMS, BromCom or other school systems. | D |
| Skills and Abilities | |
| Ability to work in an organised and methodical manner and maintain accurate records. | E |
| Ability to convey information clearly and accurately orally and in writing to a range of people. | E |
| Ability to take personal responsibility for organising day to day workload. | E |
| Ability to work effectively and supportively as a member of the school team. | E |
| Able to deal calmly, tactfully and effectively with a range of people. | E |
| Ability to show sensitivity and objectivity in dealing with confidential issues. | E |
| Knowledge | |
| Demonstrate a basic understanding of the work of a school. | E |
| Demonstrate an understanding of SEN, medical and welfare issues in a school setting. | E |
| Demonstrate an understanding of confidentiality and child protection issues in a school setting. | E |
| Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Google suite. | D |



Working at Shinewater Primary School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Christmas Closure
- Cycle to Work scheme

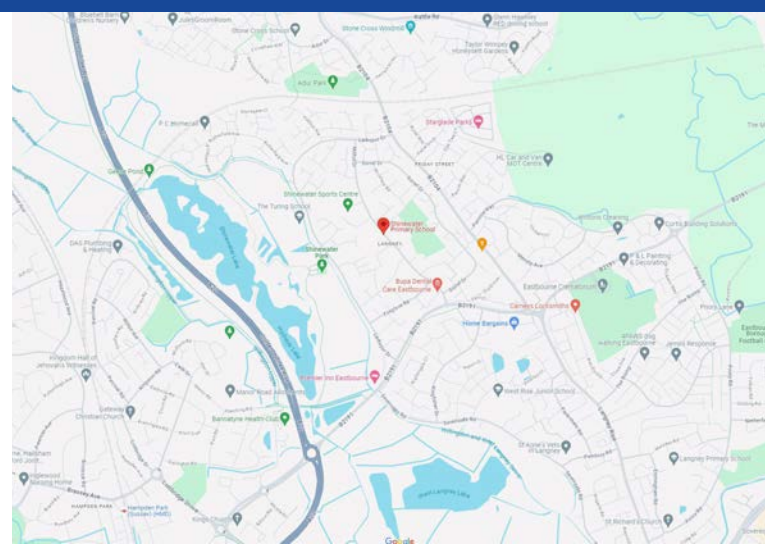
Finding Us

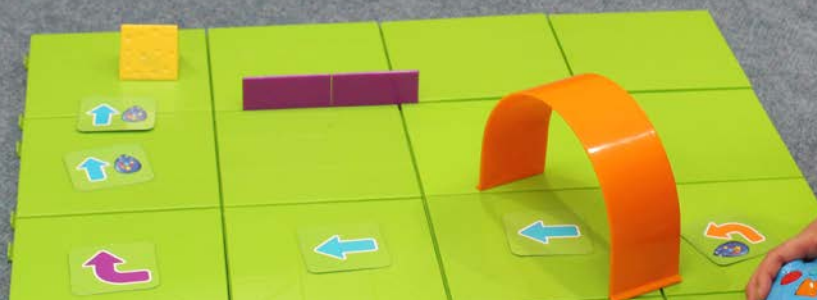
Shinewater Primary School
Milfoil Drive
Langney
Eastbourne
BN23 8ED

01323 762129
swp-office@swale.at

Closest Train Station: Hampden Park Station
Approx. 35-minute walk or 25-minute Bus

Closest Bus stop:
Shinewater Lane - 1, 1A, 1X, 501, Loop
Oak Tree Lane - 6A, 8, 43, 44, 44A, 44B





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to emma.loncarevic@swale.at or by post to the following address:

Emma Loncarevic,
Shinewater Primary School
Milfoil Drive
Langney
Eastbourne
East Sussex
BN23 8ED

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



Swale ACADEMIES TRUST

