**Ralph Thoresby School**

Information for candidates

**SENCo**

Salary Range

L7-L11 (Extended Leadership Team)

£49,019-£54,091

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

 Telephone: 0113 3979911

Email: recruitment@ralphthoresby.com

Headteacher: Mr Will Carr





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September 2022

Dear Candidate,

Thank you for expressing an interest in applying for the post of SENCo at Ralph Thoresby School.

This is an exciting time to be joining Ralph Thoresby School. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (Ofsted).

The School is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students’ learning. ‘This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others’ (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – ‘The quality of provision for post-16 students remains good. Students make consistently good progress over time’ (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, ‘Partnership working is strong’ (Ofsted).

Our school motto is ‘ambition and achievement for all’. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,



Mr Will Carr (Headteacher)

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of SENCo at Ralph Thoresby School, then you should:

* Complete fully the enclosed application form, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Support your application with a word-processed covering letter detailing how your experience and qualifications fit the role of SENCo (2-sides A4 maximum – Arial 11 point).
* Submit your letter and application form to be received by Friday 7th October by 12noon at the latest.

Please address all return mail to;

Mrs L Hodgson - Resources Manager

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

Or by email: recruitment@ralphthoresby.com

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**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: Week commencing Monday 19th September 2022
* Closing date for applications: Friday 7th October 2022 at 12noon
* Short listing: Week commencing Monday 10th October 2022
* Invitation to interview by telephone: Week commencing Monday 10th October 2022
* Confirmation by email: Week commencing 10th October 2022
* Reference requested: Week commencing 10th October 2022
* Selection day scheduled: Week commencing 17th October 2022

**Ralph Thoresby School**

**Job Description**

**Job Title: SENCo**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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| **Accountable to:** | SENCo  | **Line Managing:** | SEND Support Team |
| **Post type:** | Permanent  | **Salary/Grade:** | L7-11 |
| **Liaising with:** | Parents/Carers. Students ,Head teacher, Other SLT, Heads of Year, Governors, LA, Trust and other partners, External Agencies, Subject Leaders/Teachers, Support/Administration staff. |

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan
* Support and contribute to the achievement of every child’s outcomes
* Support and contribute to the safeguarding of all students
* Undertake professional development activities to enhance personal development and performance
* Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
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| **Purpose of the job:** |
| To contribute to the development of high quality teaching and learning meeting the needs of children and young people with special educational needs enabling them to meet their full potential.  |
| **Main duties:** |
| **Key Responsibilities*** To work closely with the Headteacher, Governors, Senior Leadership Team and colleagues in the strategic development of the school’s SEND policy.
* Oversee the day to day operation of the SEND policy with the aim of raising achievement of students with special educational needs and disabilities.
* Deliver small group support and interventions to support students and raise achievement.
* Supporting the inclusion of all students
* Establish and promote an inclusive approach to SEND across the whole school
* Manage the Annual Review Process

**Strategic Direction of SEN provision in the School** * Be a key liaison with Local Authority EHCP Coordinators and all external professionals in the field
* Exercise a key role in assisting the Headteacher and Governors with the strategic development of SEND policy & provision.
* Support all staff in understanding the needs of SEND students and ensure the objectives to develop SEND are reflected in the school development plan.
* Monitor progress of objectives and targets for students and evaluate the effectiveness of teaching and learning by work analysis and use this to guide future improvements.
* Analyse and interpret relevant school, local and national data and advise the Headteacher on the level of resources required to maximise achievement.
* Apply for Funding to support students with higher level of need
* Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.
* Have a good knowledge of referral processes for all external professionals.
* Work closely with external professionals to ensure needs of students are being met.
* Contribute to providing high quality, challenging and differentiated educational activities and experiences, appropriate to the class group, by supporting the delivery of a broad and balanced curriculum aiming at students achieving their full potential in all areas of learning.
* Support and manage Teaching Assistants and their CPD and have input into the specialist Inset required for teaching staff
* Communicate effectively both verbally and in writing with colleagues and stakeholders to ensure that all relevant information regarding students is effectively communicated to support their development and wellbeing at all times
* Provide training to staff on identified areas of need relating to SEND
* Be familiar with the process of making referrals to external agencies
* Have an understanding of how to work with LCC, in particular the SENSAP Team
* Work closely with external professionals and families
* Continuously assess and monitor outcomes in order to plan and implement interventions to improve further outcomes
* Coordinate and support transition for students with SEND, from KS2 to KS3 and from KS4 to KS5.
* Coordinate Exam Access Arrangements for students with additional needs.
* Create Learning Profiles for all students with additional needs so that staff have a good understanding of the student’s needs and have a bank of strategies to use with those students.

**Teaching and Learning** * Work with senior leaders and staff to develop effective ways of bridging barriers to learning through assessment of needs, target setting and developing a recording system for progress.
* Monitor and evaluate teaching and learning activities to meet the needs of students with SEND.
* Support teachers and learning support staff in the early identification of children and young people who require additional support and identify the most effective teaching approaches for these children and young people.
* With staff, identify and teach the basic skills that will develop students' ability to work independently.
* Liaise with other schools to ensure continuity of support and learning when transferring students with SEND.

**Qualifications*** PGCE, QTS, or equivalent teaching qualification and evidence of in-service training
* SENCO qualifications preferred or teacher working in special/ mainstream school with a willingness to undertake SENCO qualification

**Skills & Experience*** Commitment to the role, the desire to put children and young people first and treat them as individuals
* Be positive and creative in meeting students’ needs
* Work collaboratively with other staff and professionals with good interpersonal skills
* Good numeracy and literacy skills
* Competent ICT skills
* Relevant knowledge and experience of students with SEND and SEND Code of Practice
* Understanding of the Safeguarding principles and Child Protection procedures
* Experience of managing a range of approaches to behaviour, including managing behaviours that challenge and supporting students with SEMH
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| **Additional Duties** |
| * The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
* Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies
* Participation in the schools coaching model. Leading a coaching group of students. Attending training when needed and weekly staff briefing. Attending ‘meet the coach’ events.
* To work flexible hours, including evening work (parents evenings) / or occasional weekend work as may be required
* To comply with any reasonable request from a manger to undertake other duties commensurate with the post
* To participate in professional and personal development programmes as required, including training and performance management review
* To be aware of and comply with policies, Health & Safety, Security, Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
* To support the School’s Equality and Diversity Policy
* To appreciate and support the work of other professionals
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**Person Specification**

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| **Selection criteria** | **Essential** | **Desirable** |
| Qualifications and experience | Qualified teacher status | National Qualification for Special Educational Needs Co-ordination |
|  | Capability of achieving the National Qualification for Special Educational Needs Co-ordination |  |
|  | Proven track record of CPD | Demonstrable experience in working collaboratively with parents, colleagues, governors, and the local community |
|  | At least 4 years successful teaching experience within the secondary (or primary) age range Evidence of sound knowledge of effective quality first teaching and intervention strategies | Experience of monitoring and evaluating effective teaching and learning |
| Proven experience in effective liaison with a range of outside agencies |
| Professional knowledge and understanding | Knowledge and understanding of the expectations within the National Curriculum | Knowledge and understanding of the roles and responsibilities of supporting external agencies and professionals |
|  | Knowledge and understanding of current developments and best practice in SEND legislation and all aspects of inclusion and pastoral care | Knowledge and understanding of pastoral support plans |
|  | Knowledge of the range and types of additional provision and interventions available to support learners with SEND | Knowledge and understanding to support EAL children |
|  | Confident use of ICT | The effective management of provision for SEND |
|  | Understanding of child protection procedures and safeguarding children | Knowledge of understanding of how to support children in care |
| Abilities and skills | Ability to use performance data to inform provision mapping and planning |  |
|  | Ability to lead and manage people to work effectively, both individually and in teams | Experience of leading a team |
|  | Ability to contribute to the EHC assessment process, top up applications and other statutory documents |  |
|  | Ability to deal sensitively with students, staff, and families |  |
|  | Show excellent time and management skills and analyse, prioritise, and meet deadlines |  |
|  | Ability to communicate effectively, considering the views of others, including effective oral and written communication and excellent presentation skills | Recent experience of senior leadership and management |
|  | Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines, and setting personal goals |  |
|  | Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful, and caring global citizens |  |
|  | Ability to ensure environments within the school are welcoming, inclusive, and fully supportive of all children achieving their very best |  |
| Personal qualities | A commitment to inclusive education and a willingness to respond to the needs of all learners | Willingness to take part in extra-curricular activities and to make a significant contribution to the wider life of the school. |
|  | Ambition, energy, enthusiasm, determination, and drive to develop your role |  |
|  | Positive attitude towards change; innovative and self-reflective. |  |
|  | Reliability, professionalism, and integrity |  |

**Beliefs, aims and expectations**

**At Ralph Thoresby School we BELIEVE in:**

* High expectations for all.
* Excellence in all we do.
* Determination and resilience.
* Respect and tolerance.
* Creativity and independent learning.

**At Ralph Thoresby School we AIM to:**

* Achieve success in all areas of school life.
* Ensure that all students enjoy school and are fully engaged in learning.
* Create an inspiring place to learn where all students are safe and well supported.
* Be fully inclusive and committed to opportunity for all.
* Prepare students for life through strong links with local businesses and excellent career development.
* Build strong community links, including with parents and carers.
* Develop confident, articulate and responsible young citizens.
* Create an ethos of mutual support and encouragement amongst our students.
* Promote values of tolerance and respect.

**Our EXPECTATIONS are:**

**For Students:**

* To arrive at school on time every day, correctly dressed, ready to learn and ready to work hard.
* Calm, polite and considerate behaviour towards all others.
* To aim high, be committed and make the most of your ability.
* To take responsibility for your learning – be an active learner.
* To always uphold school values, aims and expectations.

**For Staff and Governors:**

* To be positive, professional role models in promoting school values, aims and expectations.
* To be committed to student achievement and demand the best from our students.
* To develop an engaging curriculum and deliver consistently excellent lessons.
* To demonstrate and encourage independence and leadership.
* To treat everyone with dignity, building relationships rooted in mutual respect.

**For Parents / Carers:**

* To support your children in achieving their goals.
* To fully support school staff, policies and initiatives.
* To encourage students to achieve their potential.
* To take an active role in your child’s learning, attending school events wherever possible.
* To ensure that your child attends school and arrives on time every day, fully equipped and ready to learn.