



The Hinckley
SCHOOL

SENCO

RECRUITMENT PACK



THE HINCKLEY SCHOOL

Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.



It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Samantha Rooke, Headteacher

THE FUTURES TRUST



Thank you for your interest in a career with The Futures Trust.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.



The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The SENCo will lead a team of highly skilled and knowledgeable professionals, who are based within the Inclusion Centre, which is at the heart of our school; as well as oversee specialist colleagues who are based across the school, supporting vulnerable learners within each year group, including Teaching Assistants and HLTAs.

At The Hinckley School, we are passionately committed to research-based practice and the impact it has on our learners. Staff continuously engage with the latest developments regarding inclusion and SEND practice within educational settings. Colleagues are engaging in CPDL which involves collaboration with SSAT and Post Graduate courses with Birmingham Newman University on Trauma Informed and Attachment Aware approaches, as well as working with the Local Authority and Leicestershire Virtual School and the Attachment Research Community (ARC). At The Hinckley School we are passionate about putting students first and invest a huge amount of time in staff CPDL so they can be the best practitioner they

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can be and provide a range of opportunities for practitioners to share best practice, both within the school and within the Trust.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.



JOIN OUR TEAM

JOB TITLE:	SENCo August 2025 start date
OPPORTUNITY:	A rare opportunity has arisen to lead our Special Needs provision within the school. We are seeking an experienced SENDCo who is a passionate, enthusiastic professional who will champion our students and inspire them to be the best that they can be. As part of our inclusion team, you will provide dynamic leadership to our team of dedicated and skilled teachers and support assistants.
REPORTING TO:	Headteacher
LOCATION:	Based at The Hinckley School with a requirement to travel to work at or for schools in the Trust
SALARY:	TMS/UPS + TLR
START DATE:	August 2025
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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JOB DESCRIPTION

Job purpose:

The Lead of the SEND department is part of the key leadership post in managing the SEND support, which students receive across the school. The post holder will:

Provide quality leadership and management for the SEND department and teaching staff across the school to ensure consistently high standards of Teaching and Learning and provision across the whole school and the SEND department. Ensure the SEND strategic vision of the school is clearly articulated, shared and acted upon by all. Work collaboratively with other key leaders across the school to ensure quality and effective delivery of support services to the academy and that quality standards are worked to.

Leadership and Management:

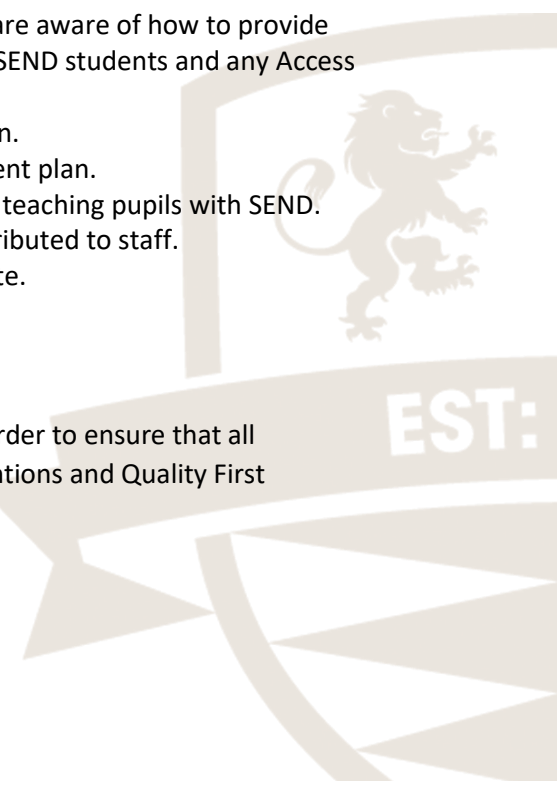
1. To provide strategic leadership of the teaching and academic progress of students across the school.
2. To deliver high quality training for teachers and support staff in relation to what excellent provision looks like for students with SEND.
3. To ensure that all Access Arrangements and progress documentation in relation to SEND is updated regularly and their effectiveness is evaluated on a half termly basis: Strategic Plan, Quality Assurance Schedule, Provision Mapping and intervention timetable.
4. To lead the SEND support staff in order to ensure effective provision is in place for all SEND students and that any interventions delivered are of high quality.
5. To ensure teachers carry out their classroom responsibilities effectively.
6. To write and update the school's SEND Policy and SEND Information Report.

Quality Assurance:

1. Create a Quality Assurance schedule that will support the SEND team in the delivery of consistently high expectations across all interventions.
2. Responsibility for ensuring that all teaching and support staff are aware of how to provide Quality First Teaching and provision that is appropriate for all SEND students and any Access Arrangements that they are entitled to.
3. To monitor pupil progress and access effectiveness of provision.
4. To contribute to and evaluate targets in the School Development plan.
5. To develop the skills of new staff/ECTs and trainee teachers in teaching pupils with SEND.
6. To ensure important and appropriate pupil information is distributed to staff.
7. To report to the Governors and /or the Trust where appropriate.

Assessment and Tracking:

1. Liaise with key leaders and faculty leads across the school in order to ensure that all students with SEND are supported with the necessary interventions and Quality First Teaching.



2. Responsibility for reviewing the SEND register, tracking students who have previously received SEND, literacy or numeracy support and reviewing their progress in order to ensure that no student misses out on Access Arrangements, if they are entitled to them.
3. To use hard and soft data to ensure pupils needing external agency involvement are identified early.
4. To oversee the management on annual statement and EHCP reviews and student pupil profiles.

Line Management of the SEND team:

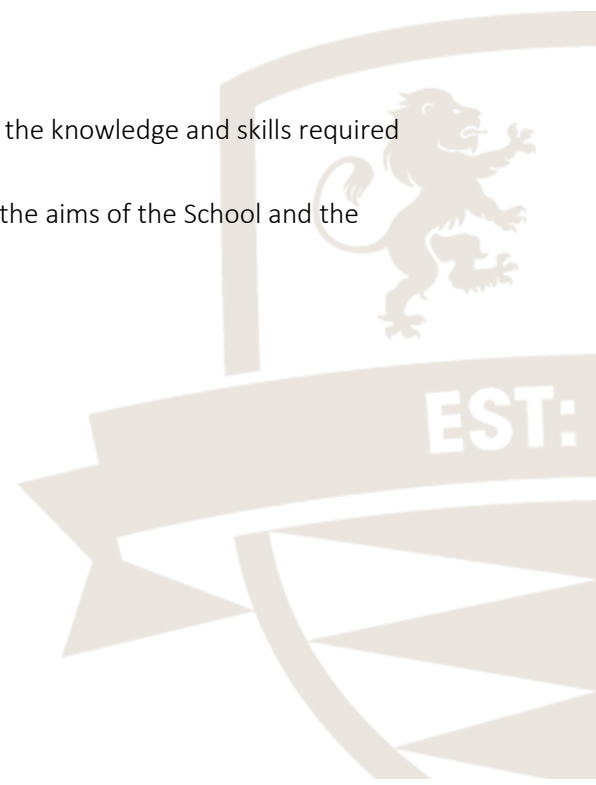
1. Direct the work of the SEND team in relation to above job description.
2. Review SEND data and QA feedback of the SEND academic interventions.
3. Manage external and internal communication in relation to progress and performance of students with SEND.
4. To manage the Professional Development Reviews and Performance Management processes for members of the SEND team.

General:

1. To collate information and prepare reports as required by the Leadership Team or Governing Body in relation to Quality First Teaching of SEND students.
2. Ensure that all required professional development and training opportunities are planned for across the school calendar for teaching and support staff in order to QA the provision provided.
3. Support departmental developments of SEND provision in regards to the delivery of interventions that support the Teaching and Learning of SEND pupils.
4. Analyse and interpret relevant SEND school, local and national data across Years 7-13.
5. Responsibility, for the SEND development plan and standards monitoring of the SEND provision across the school.
6. Ensure that effective interventions are in place for all SEND students that require them, across Years 7-13 and evaluate their effectiveness.
7. To oversee KS2/KS3 transition, attend year 5 and 6 reviews, update transition documentation annually, hold parental meetings as part of the transition process.
8. Liaise with parents of Year 5 and 6 pupils wanting information current provision.
9. To liaise with Local Authority regarding new pupils.
10. To manage resources and capitation.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of SENCo are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Must have Qualified Teacher Status (QTS) • First degree or Certificate of Education • Substantial evidence of working in 11 – 19 schools • National SENCO qualification. 	<ul style="list-style-type: none"> • Evidence of recent relevant professional development • Willingness to complete National SENCO qualification. 	Application form
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • To think strategically and to build and communicate a coherent vision • Able to inspire, challenge, motivate and empower others to carry the vision forward 	<ul style="list-style-type: none"> • 	Application form/Interview
Experience	<ul style="list-style-type: none"> • Leadership within subject area • Evidence of raising achievement in subject • Work on monitoring and self-evaluation • Evidence of involvement in whole school policies, practices or innovation • Track record of providing inspiration and strong leadership and CPD to teaching staff 		Application form/Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Accesses, analyses and interprets relevant data • Initiates and supports research and debate on effective learning • Develops strategies for performance improvement 	<ul style="list-style-type: none"> • 	Application form/Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of 	<ul style="list-style-type: none"> • 	Interview

	<p>the Trust: Students First, It's about Learning, No Barriers.</p> <ul style="list-style-type: none">• Able to work calmly under pressure and withstand stress• Able to work flexibly, and to attend meetings and INSET days as required• Recognises and takes account of the diversity of the school community• Builds partnerships and community consensus on values, belief and shared responsibilities• Listens to, reflects and acts on community feedback• Builds and maintains effective relationships with parents, carers, partners and the community that enhance pupil education		
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HOW TO APPLY

CLOSING DATE:	Monday 10 th March 2025 9am
INTERVIEWS:	w/c Monday 10 th March 2025

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please visit the Current Vacancies section on our recruitment portal via: www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies via:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

