

**SAPIENTIA EDUCATION TRUST**  
**WYMONDHAM COLLEGE JOB DESCRIPTION**  
**SENDCo**  
**Starting January 2022**

<b>Line Manager:</b>	Deputy Headteacher
<b>Salary:</b>	Leadership Scale point 4 - 7 £45,658 - £49,261
<b>Residential Status:</b>	Non Resident

## THE POST

Wyndham College wishes to appoint an experienced and effective individual to coordinate the College's SEND provision and manage the Strategic development of the school's Special Educational Needs (SEN) department with the aim of maximising SEND students' progress and attainment.

Flexibility and resilience are prerequisites of this post together with discretion and diplomacy. It is compulsory for candidates to hold a recognised SEND qualification.

Wyndham College is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

## PERSON SPECIFICATION

**Personal Qualities.** Wyndham College expects its SENDCo to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking
- Be creative and proactive in finding solutions
- Be flexible and adaptive to changing needs and priorities
- Be resilient, calm and tenacious under pressure
- Be insightful and analytical with good problem-solving skills
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community
- Be a self-reflective practitioner who always seeks to improve
- See the 'big picture' in relation to whole school priorities & improvement
- Able to reason their educational philosophy, in tune with the school ethos
- Be willing to contribute to the extra-curricular life of the school
- Possess a sense of humour

- Have the ability to inspire and enthuse staff and students about their subject
- Be highly self-motivated, able to energise and motivate others
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence.** Wymondham College expects its SENDCo to have the following professional competences:

- A national SENDCo qualification is essential
- Be an outstanding Teacher with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress
- Have excellent understanding of what constitutes excellence in teaching and learning
- Have a keen understanding of data and be able to analyse patterns in performance over time
- Be a positive role model for students and staff on a day-to-day basis
- Collaborate effectively with staff, parents/carers and students
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement
- Excite and engage visitors about the College at Open Evenings and all other events
- Have very high expectations of the learning of all students at all times
- Work with colleagues across all key stages to ensure embedded transition from Key Stage 1 to 5
- Have a good working knowledge of EHCP statutory requirements as well as experience of working with multi-agencies making referrals when necessary (EP, SALT etc);

## **JOB SPECIFICATION**

### **General Responsibilities**

Reporting to the Deputy Headteacher in their role as SENDCo, the post-holder's primary role will be to coordinate the College's SEND provision, overseeing all student and staffing requirements and managing a team of Learning Leads and Learning Support Assistants (LSAs).

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Wymondham College. This includes the requirement to work on some Saturday mornings. Additional holiday entitlement compensates for Saturday morning work and the annual requirement for directed time is 1265 hours in line with the STPCD.

He/she will abide by the Code of Conduct for Staff and Volunteers at Wymondham College.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Put provision in place to ensure that the progress of students with SEN improves
- Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health and Care Plan (EHCP);
- Support all staff in understanding the needs of SEN students and departmental developments of SEN provisions

- Monitor progress towards targets for students with SEN needs
- Analyse and interpret relevant school, local and national data
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision
- Co-ordinate all Annual Reviews and reviews of EHCP and/or PSPs and EHAs where appropriate and attend / chair when necessary
- Attend Year 6 Annual Reviews for primary students with EHCPs to help facilitate continuity and progression through the development of transition programmes
- Line manage all Learning Leads and LSAs
- Exercise a key role in assisting the Deputy Headteacher with the strategic development of SEND policies.

## **Teaching and Learning**

- Support the identification of the most effective teaching approaches for individual students with SEN needs
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs
- Monitoring of teaching quality and student progress and achievement, in line with quality first teaching
- Target setting – EHCPs, or Provision Maps, PSP, EHA
- Keep up-to-date accurate records
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day coordination of SEN students' provisions through close liaison with staff, parents and external agencies
- Work with Senior Leaders, Middle Leaders and classroom teachers to ensure all students' learning is of equal importance and that there are high and realistic expectations of students

## **Leading and Managing**

- Provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings
- Lead on the performance management process for all SEN staff
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular departmental updates to the Deputy Headteacher
- Work closely with Learning Leads to develop suitable alternative curriculum plans, as appropriate, for students with SEN needs.

## **WORKING PATTERN**

<b>Working weeks</b>	Term time only
<b>Hours per week</b>	26 hours per week

## **REMUNERATION**

### Salary Details:

- Leadership Scale point 4 – 7 £45,658 - £49,261 per annum.

A willingness to undertake boarding duties is not a requirement of this post and those not wishing to do so will not be disadvantaged. Additional Boarding Emoluments are paid to staff undertaking boarding duties. Non-Resident Boarding Tutors (NRBTs) are paid an hourly rate starting at £11.13 per hour (depending on service and experience) for duties as part of a team supervising a boarding house in the evening.

All payments are pensionable under the Teachers' Pension Scheme.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.