

Belvidere School

Candidate Information



SENDCO and LAC Designate



Crowmere Road
Shrewsbury
SY2 5LA
Tel: 01743 235073

www.belvidere.shropshire.sch.uk



Dear Applicant

Thank you for your interest in our vacancy for the post of SENDCO and LAC Designate.

In this pack you will find the following information:

- Advertisement
- Information about the school
- Job Description for SENDCO and LAC Designate
- Person Specification
- Information on how to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the position further, please don't hesitate to contact Richard Hunter, School Business Manager or myself, at the school. Visits to the school can also be arranged by contacting Richard.

We are mindful of the current situation and will be able to set up a virtual interview process if necessary.

Belvidere is a fantastic school at which to work. Our results are good but we are not complacent and continue to work hard to ensure we provide the best education for all of our students. We believe that a significant contributory factor to the success of the school is staff collaboration, knowledge of our community and the care we show to every child .

"I'm very happy with my son's progress, he enjoys school and loves to learn. I'm very happy with the school and the education he receives. We are so proud of our daughter, her resilience has improved tremendously since being at Belvidere, as has her self-confidence so a HUGE thank you to all staff for helping her achieve this."

Parent 2020

More information about the school and additional documentation can be accessed via our school website at www.belvidere.shropshire.sch.uk

Once again, thank you for your interest, and I look forward to receiving your application.

Yours sincerely

Mrs Emma Stevenson
Headteacher

Advertisement

Required from 1st September 2021

SENDCO and LAC Designate – Permanent, full time

Main Pay Range/Upper Pay Range + TLR1a (Currently £8,291)

We wish to appoint a dedicated and inspirational SENDCO and LAC Designate to lead our Learning Support department. The post provides an exciting opportunity for the successful candidate to lead the next stage of development of the school's provision for students with a range of Special Educational Needs and/or Disabilities or who are designated as Looked After.

We are seeking to appoint an enthusiastic and highly motivated individual to lead on the delivery of appropriate provision for students with SEND throughout the school. You will be self-motivated, exceptionally well organised and a good team worker. We are offering you the chance to join our strong and supportive team of staff in a thriving and successful learning community.

Students at Belvidere make excellent progress, and we are looking for someone who will share our high expectations for all students, with a particular focus on those with Special Educational Needs and/or Disabilities. The successful candidate will have significant experience of teaching students with SEND, and will possess an in-depth working knowledge of the new Special Educational Needs Code of Practice. The successful candidate will also have sound knowledge of the education of LAC and the Virtual School.

Belvidere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

For further information and to access the application pack, please visit our website at www.belvidere.shropshire.sch.uk.

Closing date: noon on Monday 19th April 2021.

“

“Thank you all again...Belvidere is an excellent School and we're so pleased that our boys made the choice to spend their Secondary School days with you.”

Parent 2020

”



Belvidere School serves the local community on the East side of Shrewsbury, County Town of Shropshire. We have a truly comprehensive intake, and almost all of our students walk to school. There are approximately 830 students on roll.

Belvidere School is situated in the historic town of Shrewsbury, in the beautiful county of Shropshire, a short distance from the Welsh border, but with excellent motorway and rail links to the West Midlands and beyond.

We are very much a school of choice with local parents, and the school has been oversubscribed for many years.

“Sincere thanks for all that the school and individual people have done to make both my daughters' school lives mostly joyful, eternally memorable and shaping both their minds and futures in ways we can all only begin to guess at, especially this year with respect for all that you have done for them. Thank you, thank you, thank you.” Parent 2020

The behaviour and attitudes to learning of our students are two things of which we are very proud. Visitors to Belvidere School always comment on the warm, positive, friendly welcome, and the calm purposeful working atmosphere in the school. We believe this is essential in ensuring our students make the excellent progress that they achieve.

We have a clear commitment to the continuing professional development of all staff.

Throughout the year, teaching staff are invited to select from a variety of CPD sessions, closely linked with our Appraisal procedures, and the requests of individuals. This enables colleagues from different subject areas to work closely together on areas of identified need. We recognise that we have a range of experience and expertise within the staff and therefore the sessions are delivered by a variety of different people, sharing good practice throughout the school.

We are very proud of our school, and hope you will feel inspired to want to join our success story. We also have the exciting prospect of a completely new school building in the near future with its own designated SEN department and suite of rooms.

“Thank you for your support as a school. I know my children are in a good place in Belvidere and both doing well and that you are working hard as a school to meet all the year groups provision academically and pastorally. Well done to your staff for their hard work and dedication.”

Parent 2020

Learning Support Department

Belvidere's Learning Support department comprises the SENDCO, one second in department, one HLTA, two senior TAs and eighteen Teaching Assistants. It is line-managed and supported by the Assistant Headteacher (Pastoral), who works with the SENDCO to oversee our school offer to meet the diverse needs of our students. The SENDCO creates and manages timetabling for the team of Teaching Assistants, to ensure that targeted support is available throughout the school. The department accommodation includes two classrooms, equipped with computers, as well as a Learning Support workroom and two offices. The SENDCO chairs department meetings attended by the whole team and oversees the management of the keyworker programme. Each

Teaching Assistant is allocated as lead TA to a number of students on the SEND register, meeting them at least once a fortnight to check that the support they are receiving is appropriate. They act as the named worker for this learner, making regular contact with parents/carers.

The offer of the Learning Support Department, including support packages for individual students, is discussed and reviewed at pastoral meetings involving the SENDCO and the pastoral team. Support is also allocated via referrals from classroom teachers and other school staff.

The school's reading intervention programme is co-ordinated by a senior Teaching Assistant, and involves a significant number of students identified by reading age and/or their reading comprehension age as needing additional intervention.

We support a large number of students with EHCPs, GSPs and SEND support at Belvidere, with a wide range of needs, and these students are integrated into the school's curriculum. We enjoy excellent relationships with the parents of students with SEND and we are looking to continue and build these relationships further over the coming years.



Job Description

Core Purpose

- Fulfil all of the duties of a Classroom Teacher
- Ensure all students in school have access to quality first teaching and support, including those with SEND and who are LAC
- Ensure that all statutory requirements for SEND and LAC are fulfilled
- Have an in-depth knowledge and understanding of the 2014 Code of Practice in order to be proficient in supporting all students with SEND
- Have an in-depth knowledge and understanding of the needs of relevant Virtual Schools in order to be proficient in supporting all students who are Looked After
- Designated LAC lead
- Deploy TAs and manage their performance

Specific Responsibilities:

- Chair annual review meetings in a timely manner and ensure they meet all statutory requirements
- Write and maintain TA timetables including covering absence
- Ensure all exam access arrangements are in place and statutory requirements are met
- Ensure termly LAC PEPs are in place and reviews are held in accordance with statutory requirements
- Manage transition for students both coming into school and out of school

Specific Responsibilities contd.

- Manage the delivery of Citizenship and COPE KS4 programmes
- Use data to plan support for students with SEND
- Manage a large team of support staff
- Understand and manage external agencies and their input with Belvidere students
- Manage the SEND budget effectively
- Ensure correct funding is received by school for students with SEND, LAC and EAL
- Plan and manage interventions for SEND students
- Communicate needs and changes in needs of students with SEND to staff
- Manage consultations for placement from the Local Authority for students with SEND and assess whether needs can be met by Belvidere School

Skills and knowledge needed.

The ability to:

- Hold or undertake the NASENCO qualification
- Train staff in areas of SEND which will ensure quality first teaching
- Challenge and support staff where the needs of students with SEND are not being met

Skills and knowledge needed.

The ability to:

- Plan the delivery of SEND support in school strategically
- Share best practice in all aspects of SEND with staff, students, parents/carers and external agencies
- Develop and maintain trusting relationships with parents and students
- Organise time effectively
- Liaise with external agencies and manage their input and time in school
- Use professional reports and assessments to plan and deliver appropriate support to all students in school, specifically those with SEND
- Manage an established team of Teaching Assistants
- Distinguish between needs that can be met in school through QFT and identify those needs which need additional support and to be able to report on these effectively to secure appropriate funding.
- Support all Looked After and Previously Looked After Children

Other professional responsibilities

- Ensure the school ethos and rules are supported on a day to day basis.
- To maintain absolute confidentiality and professionalism at all times.

Person Specification

SENDCO and LAC Designate			Assessed by		
	Essential	Desirable	Application	References	Interview
Qualifications	Degree or equivalent		✓	✓	
	Qualified Teacher Status		✓	✓	
	National Award for SEND Co-ordination or working towards this qualification		✓	✓	
		LAC Designate qualification	✓		✓
Experience	Experience of teaching at secondary level	Experience of teaching in a mixed comprehensive school	✓	✓	
	Experience of working closely with a SENDCO in all aspects of learning support work, within a Learning Support department	Experience of SENDCO role	✓	✓	
	Experience of dealing with key external agencies	Experience as lead contact with external agencies within a Learning Support department	✓	✓	✓
	In depth knowledge of the SEND code of practice		✓		✓
	Experience of working closely with Parents/carers of SEND students	Knowledge of the statutory guidance for LAC	✓		✓
Skills & Abilities (relevant to post)	Strong organisation skills		✓		✓
	Ability to provide strategic leadership to the Learning Support department		✓		✓
	Strong organisational skills		✓		✓
	Ability to work on own initiative		✓		✓
	Effective use of ICT		✓		✓
Personal Qualities	Ability to inspire students and staff		✓		✓
	Commitment to raising standards for all students not limited to SEND or LAC		✓		✓
	Ability to work as a team player		✓		✓
	Flexibility and commitment to own CPD		✓		✓
	Tenacity and attention to detail		✓		✓
	Good inter-personal skills		✓		✓

How to Apply

Applications should be made on the official application form which can be found by [clicking here](#).

You may wish to support your application with a letter of no more than two sides of A4, in place of the Further Details section on the form.

Please note, we cannot accept CVs

Closing Date: noon on Monday 19th April 2021.

You can send your application via:

Email to: recruitment@belvidere.shropshire.sch.uk

Post to: Mr R Hunter, Belvidere School, Crowmere Road, Shrewsbury, Shropshire, SY2 5LA

Belvidere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



"I'm so grateful for the wonderful teachers at Belvidere and all the time, care and hard work they have invested in my children." **Parent 2020**

"My son has had a wonderful school experience at Belvidere - be it theatre trips, excursions to France, visiting the World War 1 trenches, Berlin, Sports Days, the amazing school productions, music performances. The list is seemingly endless. We are very grateful for all of the experiences that Belvidere has offered to him, and we recognise that this is completely above and beyond the important work carried out in the classroom."

Parent 2020