



# *The* Kingfisher School

SENDCo

Part-time, fixed term  
(Mat cover)



INFORMATION FOR CANDIDATES

[kingfisherschoolbristol.org](http://kingfisherschoolbristol.org)



## SENDCo

**Fixed term (maternity cover), part-time, 2.5 days per week (0.5 FTE) to start in February 2024.**

**MPS - UPS (£30,000 - £46,525) per annum pro rata (actual salary £15,000 - £23,262 per annum), plus £5,313 (TLR2.2) per annum pro rata (actual TLR £2,656) + Health Cash Plan and Benefits package**

Applications are invited from high quality candidates to join an exciting and committed team at The Kingfisher School.

We are looking to appoint a positive, hardworking, skilled and ambitious practitioner who wants to make a real difference to children's lives and is ready and able to take on a role teaching our children and working in harmony with staff, families and other key stakeholders.

### **Candidates for this post should be:**

- Passionate about how children learn best with a genuine belief that all children can succeed.
- Able to demonstrate their resilience to cope with the daily challenges that working in a busy, successful inner city school can bring.
- Flexible, with a good sense of humour.
- An innovative practitioner who values and can support positive play and work as a team to resolve conflict.
- A confident professional, keen to share their knowledge and understanding with others.
- Possess drive and enthusiasm through which you can work as part of the senior leadership team in developing the SEND provision.

In addition the successful candidate will have a deep pedagogical knowledge of teaching and learning to help children realise their academic potential as well as an interest in the wider community that the school serves.

### **We can offer you:**

- A genuine opportunity to make a difference where it is needed.
- Well-resourced classrooms, necessary IT equipment and structured administrative support.
- A fantastic community of children, parents and carers who deserve the best.
- A new school building which provides amazing facilities for all pupils from Nursery to Year 6.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Professional Introduction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at The Kingfisher School then we would love to receive an application from

**We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.**

you.

**Closing date: Tuesday 2<sup>nd</sup> January 2024 at 9:00am. Interviews: To be confirmed**

*The Kingfisher School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.*





Venturers Trust is a dynamic and focused multi-academy trust based in Bristol. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Primary School, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-18 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Headteachers.



There are 4 essential questions that we ask within our Trust:

- Why do we exist? Our mission is to challenge education and social equality through the power of education.
- How do we deliver our mission? Our shared vision is to ensure all children of all backgrounds are all succeeding.
- How do we behave? This is through our shared values. Our shared values are to be kind, work hard and have courage.
- Finally, how do we measure success? We want happy children from all backgrounds acquiring the knowledge to achieve their aspirations and to make a contribution to their community.

The Trust is jointly sponsored by the Society of Merchant Venturers and the University of Bristol which gives us tremendous opportunity to enhance learning in its broadest context and offer opportunities unique to our Trust.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. SMV's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.



Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

**WELLBEING HEALTH CASH PLAN** - A valuable Health Cash Plan that provides cover for routine healthcare such as dental checkups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free of charge

**EMPLOYEE ASSISTANCE PROGRAMME** - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

**TRAINING AND DEVELOPMENT** - First class training and development opportunities are provided within the Trust

**PROFESSIONAL DEVELOPMENT** - 8 Professional Learning days per year

**HIGHER DEGREE SUPPORT FUNDING** - Significant contribution to the funding of master's degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors

**BICYCLE PURCHASE LOANS** - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

**ICT LOANS** - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

**RETAIL DISCOUNTS** - An extensive range of free goods/services and discounts available to staff

**INTEREST FREE SEASON TICKET LOAN** - The option to purchase a season ticket with an interest free loan, deducted from salary in monthly installments over a 12 month period

**PROFESSIONAL INTRODUCTION INCENTIVE** - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

*Further details of our employee benefits can be found on the Academy website.*





*The*  
**Kingfisher  
School**

## Welcome to The Kingfisher School

I am delighted to welcome you to The Kingfisher School which is part of the Venturers Trust family of schools. Working together with other Trust schools we are committed to providing each child with an exceptional education in an empathetic, supportive environment.

The Kingfisher School provides education from Nursery through to Year 6. We have a brand-new school built which provides amazing facilities for all our pupils from Nursery to Year 6.

Working together we will ensure that the values on which the school is founded drive our development forward so that The Kingfisher School offers children the strongest foundation for learning.

**Kirsteen Craig**  
**Principal**





# *The* Kingfisher School

## Living in Bristol

The Kingfisher School is located in Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



# Job Description

**Post:** SENDCo

**Responsible to:** Principal

**Purpose:** To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation. The SENDCo holds a very important strategic role alongside the leadership team of the school. It entails co-ordinating appropriate provision for children with special needs and liaising with colleagues, parents/carers and outside agencies.

## **Professional Responsibilities:**

- A commitment to the academy's Vision Statement and moving the academy towards excellence.
- In consultation with the Principal, staff and governors, review, develop and implement all relevant policies in line with National guidelines.
- Support staff in understanding the learning needs of children with specific needs and the importance of raising their achievement; disseminating the most effective teaching approaches.
- Promote QFT across the school to meet the needs of individual pupils with SEND, support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities
- Understand, demonstrate the characteristics of high quality teaching as well as strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- Maintain a register of children with specific needs identifying provision being made.
- Provide guidance and assist teachers alongside other leaders in identifying children with additional needs
- Advise and assist class teachers and other members of staff in planning individual or group programmes for children who require extra provision.
- Ensure that appropriate methods of assessing and recording children's needs and progress are introduced and maintained.
- Keep informed of current developments by attending in-service course, visits, reading and study.
- Select equipment and materials for order within an agreed budget.
- Liaise with other agencies including: educational psychologist, school health service, social services, speech therapists, E.W.O., CAMHS etc
- Organise and chair inter agency meetings to discuss the needs and progress of identified children as required.
- Liaise with pre-school groups, Children's Centre and Secondary schools to promote continuity and progression for children with special needs.
- Assist the Principal in keeping parents and Governors informed about provision for identified groups.
- Manage, support and monitor (including performance appraisal) the work of the 1:1 TAs and other staff as agreed with the Principal.
- Organise professional development opportunities for staff and be able to deliver staff training throughout the school.
- Monitor teaching and learning of pupils who have been identified as requiring specific support.

- Ensure inclusive practice and equality of opportunity for all.
- To prioritise and manage own time effectively.

The job description encompasses the above statements, but the SENDCo should be willing to undertake any other tasks which the Principal might reasonably require.

### General Accountabilities

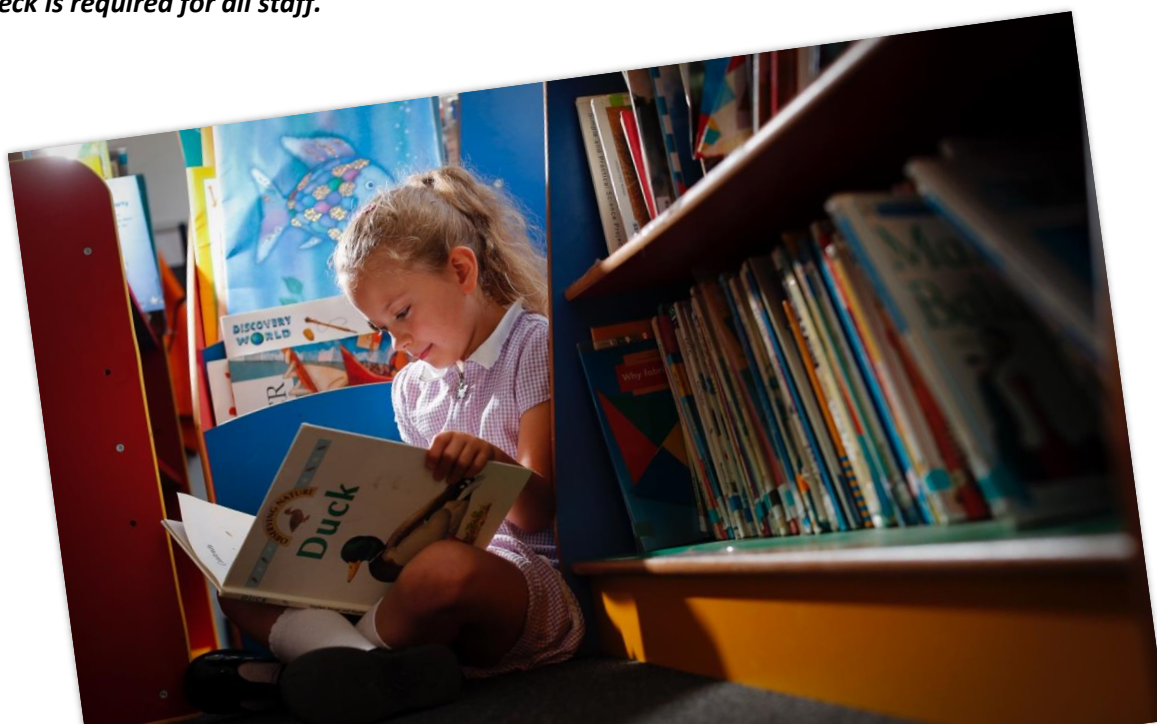
- So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and codes of practice.
- Work in compliance with the Code of Conduct, Regulation and policies of Bannerman Road Academy and Venturers Trust, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- To cover for absent colleagues as requested.
- To undertake other duties that the Principal of Bannerman Road Academy may reasonably request.

### Organisation

- To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the Academy.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.
- To develop good relationships with parents/carers.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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# Person Specification



| CRITERIA                      | ESSENTIAL   | DESIRABLE  | SOURCES OF EVIDENCE  |
|-------------------------------|---|--|--|
| <b>Qualifications</b>         | Good Honours Graduate with QTS or as required by the DfE<br>National SENCO Qualification or experience and willingness to undertake qualifications  | Further relevant qualifications in the area of SEND  | <ul style="list-style-type: none"> <li>• Application</li> </ul>  |
| <b>Experience</b>             | Experience of teaching in the age range covered by the academy<br>Experience of role of SENDCo or Inclusion Manager   | A minimum of five years' teaching experience<br>Experience of Leadership<br>Experience of Safeguarding | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>                       |
| <b>Professional Learning</b>  | Evidence over last three years of significant involvement in professional development covering some or all of the following:<br>SEND Development<br>Management in schools<br>Safeguarding   | Working knowledge of children with a variety of SEND<br>Safeguarding training                          | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>                       |
| <b>Knowledge &amp; Skills</b> | Knowledge of:<br>Current educational developments<br>Equal Opportunities (including Special Needs)<br>The characteristics of quality teaching and learning<br>The application of SEND Interventions in learning and management<br>Use of data to set targets for improvement<br>Ability to create a happy, challenging and effective learning environment | Understanding of Bristol systems and processes<br>Understanding of the use of ICT as a management tool | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul> |

|                                   |  |  |  |
|-----------------------------------|--|--|--|
| <p><b>Personal Attributes</b></p> | <p>Professional approach appropriate to sensitive nature of responsibilities<br/>         Be committed to maintaining the distinctive Trust ethos.<br/>         Have high expectations of pupils and a commitment to raising standards<br/>         Contribute to staff development<br/>         Have a warm and positive approach to children, their parents / guardians<br/>         Flexibility, including the ability to cope with changing needs and demands<br/>         Approachable, reliable and conscientious<br/>         Be energetic, enthusiastic and a strong team player<br/>         Have a flexible, problem-solving approach to work<br/>         Possess integrity, optimism, resilience, calmness and a sense of proportion<br/>         Be able to deal discreetly with confidential information<br/>         Be able to maintain good levels of punctuality<br/>         Be able to apply the regulations applicable to Health &amp; Safety, Hygiene and Child Welfare &amp; Protection<br/>         Know when to seek help or advice<br/>         Be able to reflect on own performance<br/>         Have excellent communication skills<br/>         Team spirit and willingness to work with SEN and Inclusion colleagues across the trust</p> | <p>Manage academy resources and interpret financial information<br/>         Demonstrate a commitment to lifelong learning</p> | <ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul> |
|-----------------------------------|--|--|--|

# HOW TO APPLY



**Closing Date for Applications:** Tuesday 2<sup>nd</sup> January 2024 at 9:00am

**Interviews:** To be confirmed

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at [venturerstrust.org](http://venturerstrust.org) and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the Trust's website.

## SAFER RECRUITMENT IN EDUCATION



Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

### Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

### Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

### Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

### Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.