



Lead Practitioner: SENDCO (Lead Practitioner scale points 13 - 15)

Required for September 2025 (or earlier if possible)

Thank you for your enquiry about the post of SENDCO in the Dunraven Educational Trust (DET). Based at Dunraven, the school's aim is "Excellence for All" and the Trustees wish to appoint a candidate of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic co-educational school and keen to share in the leadership of our All Through Provision.

DUNRAVEN EDUCATIONAL TRUST OVERVIEW

Dunraven Educational Trust was established in 2016. DET is a trust committed to one overarching aim: excellence for and from everyone. This is an expectation for both the children and adults in a school community. It is achieved in a variety of ways according to the context of each school but within the clear framework established by the Trust.

We want an educational experience which provides excellence for - and expects it from - everyone. We know that this is best achieved in a school where:

- the offer is broad, balanced, inclusive, enriching and effective in meeting the needs of young people;
- staff and students are supported and challenged to be the best versions of themselves;
- relationships are positive, well established and healthy;
- practice is based on evidence and underpinned by the notion that 'we can always do better'.

We are clear that this supports the development of children and young people (and adults) who are: resilient, courteous, optimistic, hardworking, self-disciplined, enthusiastic and creative.

DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- in February 2011 we were designated as both a National Support School and a Leading Edge School;
- in August 2011, we converted to Academy status;
- in 2012 we began our development as an All Through School with children starting in Reception in September 2013;
- in summer 2013 our £20 million BSF programme was completed;
- in 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established;
- in September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, followed by Goldfinch Primary school in January 2019 and The Elmgreen School and Rosendale Primary School in September 2021
- In April 2023 we were judged as Good with Outstanding Features (Sixth Form and Personal Development) by Ofsted.

If you are successful in your application, you will share in the leadership and management of a staff who are hard working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

We value our diversity as a school and encourage applications from candidates representative of our whole school community. We would particularly welcome applications from candidates from ethnic minority backgrounds for this role.

Further details about the post and how to apply can be found on our recruitment pages on eteach. We look forward to receiving your application.

The closing date for receipt of applications is noon on **Monday, 31st March, 2025**
Interviews are currently planned for **Thursday 3rd April, 2025**

Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.

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Lead Practitioner: SENDCO

The remit of the role has responsibility for the support of students with Special Educational Needs at Dunraven Secondary School as part of the Dunraven All Through School. In addition, it encompasses leadership of the SEND team and contribution to the school teaching and learning strategy.

SELECTION CRITERIA

Candidates will be expected to have the following skills and knowledge:

- Experience of and understanding of the philosophy underpinning Special Educational Needs. Although you do not need to hold the SENCO qualification, working towards it will be essential.
- A thorough knowledge of Special Educational Needs particularly in relation to the new National Curriculum, GCSE, and 16-19 developments.
- An understanding of Special Educational Needs in the Primary Phase.
- The appropriate skills required to be an efficient and effective teacher and interest in developing this practice further.
- The ability to plan, organise, assess, monitor and evaluate effectively, and to maintain a stimulating learning environment. Knowledge of assessment including at Advanced Level.
- Effective interpersonal, written and oral communication skills.
- Effective skills in the use of ICT, particularly in relation to Inclusion.
- The skills required to be an effective form tutor.
- The ability to devise strategies for implementing policies leading to equality of opportunity.
- An understanding of and commitment to whole-school issues in a diverse school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school.
- The potential to develop management and leadership qualities further.

S/he will be required to carry out the duties of a school teacher according to the School Teachers' Pay and Conditions Document, and in the light of the school's changing needs. Job descriptions are reviewed regularly and may be subject to modification or amendment after consultation.

Candidates will be expected to make a brief presentation reflecting their understanding of the role and to teach a lesson.

Please note: Dunraven School is committed to the safety and protection of its students. Safer recruitment checks will be completed as part of the recruitment process. Dunraven is a non-smoking environment.

Person specification

criteria	qualities
Qualifications and training	<p>Qualified teacher status</p> <p>National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</p> <p>Degree</p>
Experience	<p>At least five years teaching experience</p> <p>Experience of working at a whole-school level</p> <p>Involvement in self-evaluation and development planning</p> <p>Experience of conducting training/leading INSET</p>
Skills and knowledge	<p>Sound knowledge of the SEND Code of Practice</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</p> <p>Ability to plan and evaluate interventions</p> <p>Data analysis skills, and the ability to use data to inform provision planning</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Ability to influence and negotiate</p> <p>Good record-keeping skills</p>



**Personal
qualities**

Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school

Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability

Ability to work under pressure and prioritise effectively

Commitment to maintaining confidentiality at all times

Commitment to safeguarding and equality

JOB DESCRIPTION

Job title: Special educational needs co-ordinator (SENDCO)

Main purpose

The SENDCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

REPORTING TO:

CEO, Head of Secondary, Deputy Head of Secondary and Senior Team Line Manager

RESPONSIBLE FOR:

The provision of a full learning experience and support for students.

LIAISING WITH:

Principal/Head of School, teaching/support staff, LA representatives, external agencies and parents.

WORKING TIME:

195 days per year. Full-Time

SALARY/GRADE: TLR 1C + SEN Allowance

DISCLOSURE LEVEL:

Enhanced

MAIN (CORE) DUTIES

DUNRAVEN SCHOOL

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school excellence plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with local primary feeder schools, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

- Work collaboratively with other support services within school and external agencies
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the headteachers and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school excellence plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead CPD for all staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (LSAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

QUALITY ASSURANCE:

- To ensure the effective operation of quality control systems across provision for students with SEND
- To assist with the process of the setting of targets within the subject and to work towards their achievement.
- To assist with the establishment of common standards of practice across SEND provision and develop the effectiveness of teaching and learning styles.
- To contribute to the School's procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those across SEND provision
- To monitor and evaluate the devolved area of the subject in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the quality procedures in SEND meet the requirements of Self Evaluation and the Excellence Plan.

MANAGEMENT INFORMATION:

- To ensure the maintenance of accurate and up-to-date information concerning SEND on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for SEND..
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Senior Line Manager, to manage the collection of data across SEND.
- To provide the Governing Body with relevant information relating to the role as required.

MARKETING AND LIAISON:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.

- To assist with the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES:

- To assist with the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, organising and maintaining equipment and stock, and keeping appropriate records.
- Liaise with the Senior Line Manager in order to ensure that teaching commitments of the area are effectively and efficiently time-tabled and roomed.

PASTORAL SYSTEM:

- To monitor and support the overall progress and development of students within SEND.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the student conduct system is implemented in the department so that effective learning can take place.

TEACHING:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

OTHER SPECIFIC DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Equal Opportunities

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Safer Recruitment Statement

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

Dunraven School is a non-smoking and non-vaping environment.

March 2025