**Subject: Appointment of SENDCO Headteachers Letter**

**September 2023**

Dear Prospective Applicant,

We have an exciting opportunity for an experienced and inspirational SENDCO to further develop our popular and successful school. We are looking to appoint an enthusiastic, passionate SENDCO to join our Senior Leadership Team, to work alongside our pastoral team and Assistant SENDCO to support and challenge our SEND learners, drive curriculum development and strive to continue to improve and raise pupil achievement.  
  
We are very proud of our recent improvements and believe that working collaboratively with the new Headteacher will inspire us to both reach new heights and our full potential.  
Byker Primary School is a welcoming, friendly school set inside the Byker wall, in the East end of Newcastle-upon-Tyne. Children from a range of different cultures and backgrounds are encouraged to aim high. The school strives to provide a varied and creative approach to learning, where children learn to express themselves and have fun!  
  
Our school was judged as Outstanding at the last Ofsted inspection in 2017 but governors and staff recognise the need to continue to work hard to improve results, enhance the curriculum and ensure our pupils are well prepared for the next stage of their lives. We are looking for someone with the drive, energy and commitment to move the school forward as pupil numbers continue to increase and be outward-facing within a changing education world.

The successful candidate will be someone with proven success as a SENDCO; they will be energetic and nurturing; will learn to know and care for our children, while ensuring that they thrive in this happy and exciting environment. They will also appreciate our pupils as unique individuals and ensure that they are taught by professionals who revel in coming to work each day.

They will challenge behaviour of SEND children, and work to continue to develop our multi-agency approaches to ensure successful implementation of SEND approaches and SEND practice is applied constantly and effectively throughout class room practice, intervention support, alternative provision access and parental engagement.

**We are looking for someone who:**

* Qualified Teacher status with 5 years or more teaching experience;
* The National Award for SEND Co-ordination or be working towards;
* Experience, passion and the expertise to work with children with Special Educational Needs;
* Thorough knowledge of the SEND Code of Practice;
* The ability to lead staff in developing their knowledge and expertise in working with children with SEND and supporting staff to write SEND support plans
* The ability to work effectively with the Headteacher and SLT to achieve excellence;
* Good communication skills and an ability to work within a team;
* Good management and organisational skills and experience of leading/managing other staff;
* The necessary communication skills enabling liaison with a variety of external agencies;
* The skills and experience to become part of the school’s Designated Safeguarding Team to support the safeguarding of children across the school;
* High expectations of children’s achievements and a proven record of excellent classroom practice;
* Commitment to developing and sustaining excellent relationships with children, staff, parents, governors and other members of the community;
* Experience of making applications for EHCP and Top Up Funding and carrying out reviews;
* A caring and understanding nature, with a good sense of humour.
* Has high expectations of pupils' progress and behaviour.
* Has a good understanding of progression and expectations in EYFS, KS1 and KS2.
* Has an ability to inspire children to enjoy learning.
* Is fascinated by the learning process and actively seeks new ideas and research.
* Loves supporting and inspiring fellow staff and children.
* Has the ability to make learning fun and engaging whilst ensuring all children are appropriately challenged.

**In return we can offer you:**

* a welcoming and supportive place to work with a dedicated and creative staff team who are positive and dedicated.
* children who are keen to learn and thrive with positive and effective intervention and support
* An inclusive school with happy, well-behaved children who enjoy learning
* The opportunity to develop our commitment to distributed leadership and management
* Established positive relationships with parents and the local community

Potential candidates are welcomed to visit our school on the following dates: Wednesday 27th September 2023 at 15.30 or Friday 29th September at 10.30am. Please email [recruitment@bykerprimary.co.uk](mailto:recruitment@bykerprimary.co.uk) to register your interest.  
  
Application forms can be downloaded from this website under supporting documents and also from the school website <https://www.bykerprimary.org/>. Completed application forms can be returned to the school at Byker Primary School, Commercial Road, Byker, Newcastle upon Tyne, NE6 2AT by post or emailed to [recruitment@bykerprimary.co.uk](mailto:recruitment@bykerprimary.co.uk) by 12 noon 9th October 2023.  
  
We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.  
  
As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.



**Closing date for application**: 9th October 2023

**Shortlisting:** 12th October 2023

**Interview process**: 19th October 2023

Yours sincerely

Mrs Donnison

 Acting Head Teacher