

# Special Educational Needs and Disabilities Coordinator (SENDCo)

with Enhanced Learning Provision (ELP) Responsibilities

**Contract:** Part time 0.8

***1 year + fixed term contract - maternity cover until Feb 2023***

**Salary:** MPS / UPS (Outer London)

**Start:** January 2022



## ARE YOU AN EXPERIENCED SENDCO LOOKING FOR A NEW CHALLENGE?

Dear Applicant

Thank you for your interest and consideration in joining Chipstead Valley Primary School as a temporary Special Educational Needs and Disabilities Coordinator (SENDCo). This is an exciting opportunity to be part of an outstanding school and a dedicated and forward-thinking team.

The Head of School and Governing Body are seeking to appoint a highly motivated and passionate SENDCo who has the desire and ambition to continue to innovate and drive standards forward, within the role.

Chipstead Valley is a 3-form entry primary school located on the border of Croydon and Surrey. We are fortunate enough to be based in superb grounds with ever-evolving facilities, both inside and out. These include a swimming pool, cycle track, outdoor classroom, reading garden, immersive learning suite, woodland, conservation and orchard areas and an award winning, extensive growing area, which is cultivated by both staff and children. Our school also prides itself on outdoor learning, a core thread running through all aspects of our curriculum.

In addition to the main school, we have a large Nursery and an 'Enhanced Learning' provision for children with physical and complex medical needs. Some of our ELP children are fully integrated into our mainstream setting and we also have our wonderful Treehouse classroom, a smaller class providing children with specialist support so they can access the curriculum and wider school life in a way that is adapted to meet their specific needs.

As part of PACE Academy Trust, we work alongside four other schools with the mission to provide education and care of high quality in happy, inspiring environments, in which all children and adults are valued and encouraged to succeed. We work collaboratively as a trust on many key areas, including inclusion, with the flexibility and independence to innovate as a school. We have a keen and enthusiastic staff who embrace risk taking and new initiatives. The quality of teaching is high and staff are fully dedicated to raising standards in teaching and learning.

We welcome visits and further discussions with the Head of School and invite you to view our website video tour and look at the school prospectus, which we have attached to the interview pack for your convenience. We do hope you will feel encouraged to join our dedicated and supportive team.

CVPS



## APPLICATION DETAILS

Thank you for your interest in the part time position of SENDCo at Chipstead Valley Primary School. Further details of this post and our school are included in this pack and details of how to apply, can be found below.

## SCHOOL VISITS

If you would like to arrange a school visit and a discussion with the Head of School, please contact the school office to make an appointment, on 01737 553255.

## HOW TO APPLY

Should you wish to apply for the post, please complete the attached application form and submit via the eteach website.

## INTERVIEWS

Shortlisting will take place the afternoon of Monday 18<sup>th</sup> October, with interviews being held on Thursday 21<sup>st</sup> October. If you have not heard from us within 2 weeks of submitting your application, please assume that unfortunately, on this occasion, you have not been successful.

References will be requested for those shortlisted only and prior to interview.

## SAFEGUARDING

Chipstead Valley Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. Offers of employment offers are subject to a satisfactory enhanced DBS disclosure and other employment checks. Our school Early Help and Safeguarding policy can be read on our website <https://www.chipsteadvalley.com/wp-content/uploads/bsk-pdf-manager/2020/10/Early-Help-and-Safeguarding-Policy-Version-3a.pdf>

## CHIPSTEAD VALLEY PRIMARY SCHOOL

### JOB DESCRIPTION – SENDCO

**Reporting to:** Head of School and Assistant Head of Inclusion

#### Key Responsibilities

- Lead by example in raising attainment of children with SEND
- Collect and interpret specialist assessment data to inform SEND practice
- Work with the Headteacher and all staff to eliminate barriers to learning through:
  - Assessment of needs.
  - Monitoring of pupil attainment.
  - Target setting
  - Pupil progress tracking
- To update the Headteacher and liaise with the SEND Governor on the effectiveness and development of provision for pupils with SEND
- Attend consultation evenings and keep parents/carers informed about their child's progress
- Provide and/or support report writing
- Identify, implement and monitor the impact of the most effective teaching and intervention approaches for children with SEND
- Ensure the effective use of Edukey throughout the school
- Monitor teaching and learning activities to ensure the school meets the needs of children with SEND
- Identify resources and equipment needed to support children with SEND
- Liaise with other schools to ensure continuity of support and learning on transfer
- Undertake day to day coordination of pupils with SEND through close liaison with staff, parents and external agencies
- Carry out SEND support and advise on individual programmes, target setting and curriculum differentiation
- Develop working relationships with parents to ensure effective home/school links
- Work with outside agencies to support children with SEND and ensure appropriate provision is in place

#### Leadership and Management

- Promote your area, its importance, and the value that it brings across the school, disseminating good practice
- Have a good understanding of how well SEND provision is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school improvement plan alongside SLT and produce an action plan specific to your area
- Consult pupils, parents and staff about SEND provision and its effectiveness, and assess the feedback against the school's vision and values
- Ensure the curriculum matches the needs of different pupils
- Liaise with the SENDCos across PACE on related events, protocols, provision discussions and activities
- Be actively engaged in local and national initiatives
- Ensure that support staff within our SEND provision (ELP and EHCP support) feel valued and that they are partners in the children's education.
- Ensure that support staff understand their roles within the classroom and beyond.
- Take an active role in professional development of staff, including whole school INSET.
- Provide professional guidance to staff to ensure pupils with SEND are making good progress towards expected levels.
- Contribute to the appraisal process for SEN teachers and support staff
- Write and evaluate a SEND Action Plan, to be reviewed annually
- Monitor and review changes to the School's SEND Policy and SEND Information Report.
- Liaise with SEND link governor on matters of policy and practice and complete a half-termly update for governors
- Work with the leadership team to set high expectations for the achievement of all children
- Attend locality meetings and borough SENDCo forum meetings
- Work with teachers and Leadership Team to set high expectations for the achievement of all children

- Ensure that all children have a sense of belonging and that they feel valued.
- Take action to minimise unnecessary risks in order to maintain a healthy and safe environment.
- Work with the children to achieve the school's expectations of behaviour.
- Record information relating to the pastoral care of the children, in line with school policy.
- Be aware that teachers are role models for behaviour and that staff conduct should reflect the school's expectations.
- Inform the Designated Safeguarding Lead (DSL) regarding any safeguarding concerns.

### Professional Development

- Take responsibility for your own continuing professional development
- Attend agreed training, staff meeting and INSET sessions.
- Attend courses relevant to the development needs of your area and of the school, disseminating where appropriate.
- Fully engage in the school's performance management system.

### Other Activities

- Undertake additional duties as reasonably specified by the Head of School or Leadership Team

## Chipstead Valley Primary School

### PERSON SPECIFICATION – SENDCo

#### General:

- Be an outstanding, qualified teacher, dedicated to inclusion
- Have a proven track record of impactful, inspirational middle or senior leadership
- Be driven to provide the very best learning opportunities for all children, without limits
- Be kind, positive, resilient and deeply committed to providing equity of opportunity to young people

	Essential	Desirable
<b>Qualifications and Training</b>	<p>Honours degree related to Primary Education or a curriculum subject</p> <p>Qualified Teacher status</p> <p>Specific SENDCo Qualification</p> <p>Enhanced DBS</p> <p>Evidence of commitment to further professional development</p>	<p>Additional training in inclusion/SEND</p>
<b>Experience</b>	<p>At least 3 years classroom teaching experience or teaching practice in Early Years, Key Stage 1 or Key Stage 2</p> <p>SENDCo Experience</p>	<p>Experience within an Enhanced Learning Provision</p>
<b>CPD</b>	<p>Evidence of some professional development taken in the last two years relevant to SEN</p> <p>Experience of sharing best practice with colleagues</p>	<p>Have delivered staff training through INSETs or staff meetings</p>
<b>Knowledge, Skills and Abilities</b>	<p>Have an understanding of the SEN Code of Practice</p> <p>Proven experience of high standards of primary classroom practice</p> <p>An understanding of multi-agency working</p> <p>Understand all relevant local and national initiatives relating to SEND</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding of a range of strategies to raise pupil achievement</p> <p>Understanding of how to make use of appropriate data to analyse the performance of children, in order to influence and adapt teaching as well as set targets</p> <p>Creates a safe, happy and challenging learning environment</p>	<p>Have the ability to use databases SIMs and Edukey</p> <p>Has experienced leading appraisals</p> <p>Has experience of organising and facilitating multi agency meetings</p> <p>Has an understanding of Croydon LA procedures for SEN and relevant legislation e.g. EHCP annual reviews</p>

	<p>Can use technology effectively</p> <p>Can contribute positively to curriculum development</p> <p>Demonstrates excellent behaviour management skills</p> <p>Have high expectations of all stakeholders and others</p> <p>Have an understanding of medical and mental health issues affecting young people</p> <p>A thorough understanding and continuous awareness of safeguarding issues</p>	
<b>Personal Qualities</b>	<p>Be able to lead by example and demonstrate what effective classroom practice should be</p> <p>Be able to empathise with pupils and parents</p> <p>Be visibly kind and consistent in communicating with children and their families</p> <p>Be able to motivate and inspire staff and pupils</p> <p>Demonstrate leadership qualities</p> <p>Have exceptional written English skills</p> <p>Be dynamic and innovative</p> <p>Have a good health and attendance record</p> <p>Be able to work under pressure and meet deadlines</p>	