

## Christ's College, Guildford



**SENDCO**

**(with the opportunity to work as an Associate Senior Leader)**

**To start January 1<sup>st</sup> 2022**

**Information booklet for prospective applicants**

## Christ's College, Guildford

Dear Applicant,

Thank you for your interest in the role of the SENDCO.

Christ's College is an exciting place to work with dedicated staff, positive students and supportive parents. At our last OFSTED inspection in May 2019, we were rated Required Improvement, but we are already seeing the positive impact of a plan that was introduced a two years ago, with our GCSE exams results being the highest achieved by our students over the last three years. OFSTED also said of Christ's College:

"School rules and routines are embedded so that pupils are clear on what is expected of their behaviour and approach to learning. Teachers have high expectations of what pupils can achieve. They use their expert subject knowledge to plan tasks which engage pupils in their learning. Teachers ask pertinent questions which help them to judge how best to move pupils' learning and understanding on. "

"The school's work to promote pupils' personal development and welfare is good."

We are looking for colleagues to join us in working to make Christ's College even better in the future.

We have seen a rise in the number of families making Christ's College their first choice of secondary education. In 2014 we increased our intake numbers from 125 to 156.

We have a proven track record of excellent professional development opportunities. Staff are provided opportunities for career progression, with high quality training in place.

If you believe yourself to be the right candidate for this position, we would welcome your application. If you would like more information, or if you have questions about the post or the College, please contact me on [jobs@christscollege.surrey.sch.uk](mailto:jobs@christscollege.surrey.sch.uk) or 01483 537373.

I look forward to receiving an application from you.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Sarah Hatch', with a stylized flourish at the end.

Sarah Hatch

Principal

## Christ's College, Guildford

### **About Christ's College**

Christ's College is a thriving school serving the non-Christian and Christian community of Guildford, Woking and the surrounding areas. We are proud of our Church heritage and hope that this has helped us to create an environment that is inclusive and supportive of all. Our aim for the children at Christ's College is that they should develop the **Core Values** of **Service, Respect, Stewardship, Co-operation** and **Love**. We know that success only comes through hard work and perseverance; life can be difficult, and therefore we all need resilience, but we need to work with optimism and believe that our hard work will open up great opportunities for us.

Over the last few years Christ's College has continued to grow. We have seen a significant rise in the percentage of children gaining 5 or more GCSEs. We are determined to build upon our high standards and ensure that students at Christ's College achieve excellent outcomes.

OFSTED said:

Pupils are rightly proud of their successes nationally, for example reaching the final in a national handball competition, and winning the University of Manchester's Alan Turing cryptography competition.

Outcomes in 2019 and 2020 were significantly improved, with structures and processes in this area implemented to secure sustainability and continuous improvements.

### **Advantages of working at Christ's College**

- A values driven educational establishment which underpins all areas of college life
- There is a real sense of belonging, camaraderie and mutual respect within the whole community
- Parents/carers and governors are highly supportive of the College
- Students are aspirational and committed to their studies
- Staff are dedicated, skilful and hard-working
- There are good opportunities for internal promotion in a growing school which has a tradition of acknowledging and rewarding hard work
- As a relatively small school which offers a full suite of extra-curricular activities, it is easy to become involved in a wide range of enrichment activities in Sport, Performing Arts and elsewhere
- High quality CPD
- A member of The Good Shepherd Trust

## Christ's College, Guildford

### The job profile for SENDCO

<b>JOB TITLE:</b>	SENDCO
<b>DURATION / HOURS:</b>	Permanent full-time post with effect from January 1 <sup>st</sup> 2022.
<b>PAY:</b>	<b>MPS/UPS + TLR/SEN allowance</b>
<b>ELIGIBLE TO APPLY:</b>	All teachers with suitable skills and experience
<b>RESPONSIBLE TO:</b>	Assistant Principal
<b>SELECTION PROCESS:</b>	<b>Method:</b> Please complete the application form found on our website. <b>Interview date:</b> TBC <b>Candidates will be assessed once their application is received. Therefore, early application is recommended. We may interview before the closing date if sufficient strong applicants apply.</b>

#### PURPOSE OF THE POST:

- To secure excellent outcomes for the SEND students through highly effective management and leadership.
- To work closely with the Principal, Vice Principal and staff within the Intervention and Safeguarding Teams to secure best practice across the school through effective teamwork, partnership and collaborative working.
- To act as a Deputy Designated Safeguarding Lead.

#### AREAS OF RESPONSIBILITY:

To work in the following areas:

1. Development and implementation of policy both statutory and school based
2. Safeguarding
3. Looked After Children in collaboration with designated LAC colleague
4. Education and Health Care Plans and policy pertaining to medical issues
5. Outcome, standards, progress, achievement and attendance for SEND students
6. Teaching and learning strategy and support for SEND students across the school
7. Examination access, administration and policy
8. Development planning, implementation, monitoring and evaluation
9. Target setting, tracking, monitoring and evaluation
10. Partnership and collaboration with external agencies
11. Communication with all stakeholders including the Local Governing Committee
12. Work with other schools within the Trust to share good practice
13. Strategic understanding and use of external and internal data

#### General duties

- Understand, accept and follow the College's Safeguarding and Child Protection procedures.
- To report all matters of concern in line with the school procedure.
- To carry out any other reasonable request by the Principal or her appointed representative.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

**Safeguarding Statement:** The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.



**Christ's College, Guildford**  
**Person Specification –SENDCO**

		<b>Essential</b>	<b>Desirable</b>
1	Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant Degree</li> <li>• Safeguarding Training</li> <li>• To have achieved or are currently undertaking the National Award for Special Needs Coordination or in SENDCO post at 2009, or willingness to undertake.</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional study</li> <li>• Range of SEND qualifications</li> </ul>
2	Experience	<ul style="list-style-type: none"> <li>• Working in a mainstream secondary school environment or a specialist provision.</li> <li>• Working in/at middle or senior leadership</li> <li>• Extensive experience of working with children with special educational needs</li> <li>• Excellent teacher with the ability to inspire and develop others and a proven track record of raising educational standards</li> <li>• Experience of implementing and delivering a range of intervention programmes with individual students, small groups and whole classes</li> <li>• Leading SEND across a school environment</li> <li>• Managing SEND budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering training relating to Special Educational Needs</li> <li>• Leading and supporting training in issues relating to SEND to the whole college</li> <li>• Experience of CAF and TAF processes</li> <li>• Experience of supporting and working with LAC students</li> </ul>
3	Knowledge / Skills	<ul style="list-style-type: none"> <li>• SEND procedures and requirements</li> <li>• Ability to create, maintain and analyse student records</li> <li>• Current knowledge of the changes to SEND funding and systems</li> <li>• Excellent verbal and written communication skills</li> <li>• Experience with completing/contributing to EHCP applications</li> </ul>	
4	Personal Qualities	<ul style="list-style-type: none"> <li>• Committed to inclusion</li> <li>• Leading by example with high professional standards</li> <li>• Patient and tolerant</li> <li>• Promotes the College's values</li> <li>• Discreet at all times</li> <li>• Ability to work under pressure</li> <li>• Good administrative and organisational skills</li> <li>• Able to work with and lead a team of staff</li> <li>• Good record of attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• A desire for further professional development and promotion.</li> <li>• A willingness to contribute to the extracurricular life of the school</li> </ul>