



**Pendle**  
Education Trust

SENDCO  
**APPLICATION**  
**PACK**

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# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST



**Pendle**  
Education Trust

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

**Castercliff Primary Academy**

**Casterton Primary Academy**

**Colne Primet Academy**

**Pendle Primary Academy**

**West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts. Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities.

We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

# JOIN US

## COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work due to be completed in September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



**Mrs Julia Pilkington**  
Principal

**#PROUDTOBEPRIMET**



# VACANCY

## SENDCO

<b>Salary</b>	<b>Main Pay Scale plus TLR2.3 (£7,368)</b>
<b>Role Details</b>	<b>Full-time, but part-time applications welcome</b>
<b>Required</b>	<b>January 2025, or sooner if possible</b>
<b>Closing Date</b>	<b>9am on Monday 15th July</b>
<b>Interview Date</b>	<b>Week beginning 15th July</b>



**#PROUDTOBEPRI MET**

# JOB DESCRIPTION

**Job Description:** SENDCO

**Reporting to:** Director of Inclusion

**Line Management of:** Teaching Assistants

## Role Specific Responsibilities

1. Support the Deputy Principal in developing the strategic overview of provision for students with SEND, monitoring and reviewing the quality of provision
2. Contribute to school self-evaluation, particularly with respect to provision for students with SEND
3. Make sure the SEND policy is put into practice and its objectives are reflected in the Academy Development and Improvement Plan (ADIP)
4. Lead the operation of the SEND policy and co-ordination of provision, including:
  - a. identifying a student's SEN and coordinating provision that meets the student's needs
  - b. maintaining an accurate SEND register and provision map, and ensuring records are kept up to date
  - c. providing training and guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support
  - d. working with and being a key point of contact for other schools, educational psychologists, health and social care professionals, and other external agencies, especially the local authority (LA)
  - e. Communicate regularly with parents or carers
5. Review the education, health and care plan (EHCP) with parents/carers and the student
6. Monitor the attainment and progress of SEND students, including analysing assessment data and implementing and leading interventions as needed, and evaluating their effectiveness
7. Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice, including being aware of the provision in the local offer
8. Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
9. Work with the Senior Leadership Team and Exams Officer to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements
10. Lead and manage teaching assistants (TAs) working with students with SEN or a disability

## Student Responsibilities

1. Value and support students to achieve their full potential
2. Having high expectations of behaviour and academic achievement for all students
3. Effectively manage the behaviour of students using positive behaviour strategies to ensure learner's engagement in lessons
4. Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment

## Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal considers appropriate

# PERSON SPECIFICATION

## Person Specification: SENDCO

Qualified Teacher with QTS **Essential**

National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment **Essential**

Degree in a relevant subject area **Essential**

### Training, Experience and Knowledge

Successful teaching experience in a relevant subject area **Essential**

Demonstrate a student centered approach to teaching, including an appreciation of inclusive provision and practices **Essential**

Experience of conducting training/leading INSET **Essential**

Involvement in self-evaluation and development planning **Essential**

Experience of working in partnership with parents/carers to facilitate effective links between home and school **Essential**

Sound knowledge of the SEND Code of Practice **Essential**

Understanding of what makes 'quality first' teaching, and of effective intervention strategies **Essential**

Ability to plan and evaluate interventions **Essential**

### Personal Skills and Attitudes

Display initiative, be positive and enthusiastic **Essential**

Demonstrate a commitment to equality and diversity **Essential**

Possess excellent communication and relationship building skills

Be a team player **Essential**

Demonstrate a flexible, adaptable, resilient and results orientated approach **Essential**

Ability to lead and manage own workload effectively, and take responsibility for own professional development **Essential**

Good record-keeping skills **Essential**

Suitability to work with children and young people **Essential**



# ABOUT THE INCLUSION TEAM

## Inclusion Leader:



**Jen Burton**  
**Director of Inclusion**

Inclusion is led by Jen Burton, Director of Inclusion. Within the team there is a SENDCO (this vacancy) and Assistant SENDCO, and a team of teaching assistants.

The teaching assistant team consists of both TA3 and TA2 roles, with a well-established team as well as some who have joined more recently. This is an exciting opportunity to be part of this team.



**#PROUDTOBEPRIMET**

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)

## Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.







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**Company Registration Number**

08263591

**Place of Registration**

England and Wales