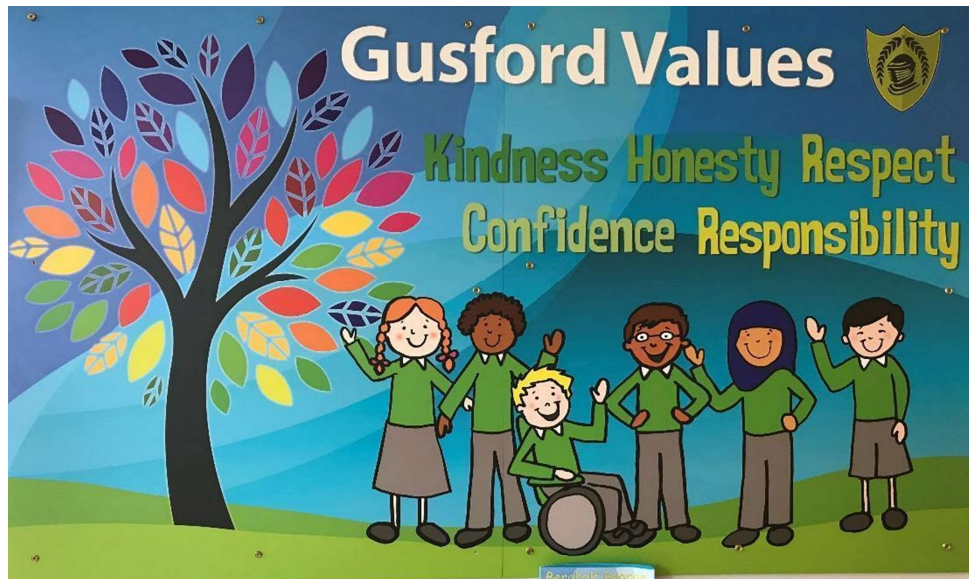




# Gusford Primary School

***“Together we believe, learn & achieve”***



## **SENDCo Job Pack**

September 2021 start  
Permanent



# Gusford Primary School

*““Together we believe, learn & achieve”*

## Letter from the Headteacher

Thank you for your interest in the post of Special Educational Needs & Disabilities Co-ordinator at Gusford Primary School. This vacancy requires someone with the National SENDCo award or someone committed to obtaining the qualification within 18 months. Our new SENDCo must have a passion for inclusion for all. The successful candidate will join our extended leadership team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for all of our pupils.

Ofsted visited in November 2018 and although Gusford retained an overall rating of **Requires Improvement**, the effective work of the new leadership team was recognised with a grading of **Good** for **Leadership & Management** alongside **Good** for **Personal Development, Behaviour and Welfare**.

In particular inspectors noted:

- *“Collectively, senior leaders are an effective team. They are well thought of and respected by staff. All staff are motivated to support continued improvement. They value the training opportunities they access. This was confirmed by the Ofsted staff questionnaire, where staff report feeling proud to work at Gusford. Furthermore, those teachers new to the profession are overwhelmingly positive about the support and development they receive from both school leaders and the trust.”*
- *“The school’s work to promote pupils’ personal development and welfare is good and a strength of the school. Throughout the school, pupils are polite, courteous, friendly and welcoming. Pupils show respect and take care of each other.”*
- *“Relationships among pupils – and between teachers and pupils – are of high quality. Adults promote caring, trusting relationships with pupils and between pupils. These are raising pupils’ self-esteem and confidence.”*

This is what Ofsted said about SEND provision at Gusford: *“Leaders use additional funding for those pupils with special educational needs and/or disabilities (SEND) appropriately. Leaders’ well-thought-out provision makes sure that these pupils have targeted and effective support in school.”* We are looking for a new SENDCo who will work with us to take our SEND provision to the next level.

Gusford Primary School converted to become an academy in 2013 as part of the Active Learning Trust (ALT). I joined the school as Headteacher in September 2017. The Local Governing Body share the ambition that every child will transfer from Gusford having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

As the school is a member of a Trust, it is part of a wider network of supportive schools. The Ipswich Hub (currently three primary schools and one secondary) and ALT schools from the Lowestoft and Cambridgeshire hubs, engage in regular school-to-school improvement networks, leadership development and CPD opportunities. Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with parents/carers and the local community.

Usually a visit to our school would be strongly encouraged but under the current restrictions this is only possible when the pupils are not present. Our website will give you a good insight into our school if you are unable to visit in person. If you would like any further information, or if you have any questions, please email me on [headteacher@gusfordprimary.net](mailto:headteacher@gusfordprimary.net).

Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

**Claire Claydon**



# Gusford Primary School

*"Together we believe, learn & achieve"*

Sheldrake Drive Ipswich IP2 9LQ

Tel: (01473) 682148 Fax: (01473) 692142

Email: [admin@gusfordprimary.net](mailto:admin@gusfordprimary.net) Website: [www.gusfordprimary.net](http://www.gusfordprimary.net)

Headteacher : Mrs C Claydon

**Special Educational Needs & Disabilities Co-ordinator (SENDCo)**

**Teacher Pay Scale MPR/UPR + SEN Allowance**

**Full Time & Permanent**

**Required from September 2021**

We are looking for an inspirational and dedicated SENDCO to further develop SEND within the school and to lead our inclusion team. Applications are welcome from both experienced SENDCOs with the National accreditation and someone who has the experience listed below with a willingness to learn and to train. This is a permanent role and an exciting opportunity to play a key role in our extended leadership team.

**Our ideal candidate would have:**

- A passion for SEND and an eagerness to play a key role in shaping the strategic vision for SEND
- Experience working throughout a primary school, with a wide range of examples of successful SEND practice.
- Up to date knowledge of the SEND Code of Practice.
- Experience of working with LA and outside agencies to support children and families.
- A collaborative approach to working, and one who is able to bring their team with them.
- Great communication skills, and able to work successfully with the leadership team, staff, pupils, families and outside agencies.

**We will provide** a supportive learning environment; employee assistance programme; extensive CPD programme; a dedicated SENDCo office; an opportunity to work closely with senior leaders as part of the extended leadership team to drive the school forward.

Gusford Primary School is part of The Active Learning Trust: [www.activelearningtrust.org](http://www.activelearningtrust.org). As a Trust school we pride ourselves on working in close partnership in order to benefit our pupils, staff and community. Policies are available to view on the Active Learning Trust and Gusford Primary School websites. Our school website is: <http://www.gusfordprimary.net>

Usually a visit to our school would be strongly encouraged but under the current restrictions this is only possible after school when the pupils are not present. Our website will give you a good insight into our school if you are unable to visit in person. If you would like any further information, or if you have any questions, please email our Headteacher Claire Claydon on [headteacher@gusfordprimary.net](mailto:headteacher@gusfordprimary.net) or phone our school office on 01473 682148 and ask for our School Business Manager Kerry Hawes.

**Apply online** via mynewterm [Gusford Vacancies - APPLY HERE](#)

**Closing date: Wednesday 19th May at midday**

**Interviews: Week beginning 24th May**

**Safeguarding**

Gusford Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

# About Gusford Primary School

Gusford Primary School provides education for up to 650 children aged from 4 to 11 years and is able to cater for an annual intake of up to 90 children. We are situated in the Chantry area of Ipswich. The school was opened in 1962 and became an academy in 2013 with the Active Learning Trust.

The school has 21 classrooms, a Nursery class, 2 halls, a learner swimming pool, computer suite and a number of group rooms and resource areas. The school serves the Brookwood, Thorrington Park, Belstead Hills and Chantry area of South West Ipswich. There are pleasant grounds with much landscaping around the site.

## School Values

During the Spring term 2018 we consulted with our stakeholders on our school values, in order to ensure they were still valid and meaningful. In September 2018 we launched our new motto and values.

The Gusford Primary School motto is **'Together we believe, learn & achieve'**. Our school values are **Kindness, Honesty, Respect, Confidence and Responsibility**.

## Active Learning Trust

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership
- Deliver good governance as a non-negotiable element of our work
- Develop and sustain a strong and rapid trajectory of improvement
- Ensure a calm and purposeful learning environment
- Maintain robust systems of performance management
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school
- Harness the developing potential of information technology
- Ensure community 'ownership'
- Promote the sharing of expertise and effective practice across academies and schools
- Provide value for money services, delivered at minimised administrative cost
- Build capacity by nurturing a collaborative network of school improvers
- Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities
- Foster and sustain strong links with further and higher education



# Job Description

## Gusford Primary School

**Job description: Special Educational Needs & Disabilities Co-ordinator (SENDCO)**

**Salary:** MPR/UPR and SEN Allowance

**Hours:** 1.0 FTE

**Contract type:** Permanent

**Reporting to:** Deputy Head

**Responsible for:** Teaching Assistants

The SENDCO has day-to-day responsibility for implementing the setting's **SEND policy** and to work closely with others and parents or carers to support children with SEND

### Main purpose of the role

Under the direction of the Deputy Head the SENDCO will:

- Work with the Leadership Team in determining the strategic development of SEND provision in the school, and reflecting this in the SEND policy
- Be responsible for the day-to-day fulfilment of the SEND Code of Practice 2015, the Equalities act 2010 and the school's SEND Policy
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Promote an ethos of inclusive practice within the setting
- Ensure the best possible provision and progress for learners with SEND

### Duties and responsibilities

- Using school systems, identify pupil's SEND
- Maintain an accurate SEND register and provision map
- Make and follow through SEND referrals and co-ordinate / chase support / training paperwork, including Tribunal, Team Around the Family, etc
- Have a strategic overview of provision with SEND 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 SEND or a disability
- 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
- Follow all confidentiality, safeguarding and GDPR protocols
- 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.

### Leadership and management

- The SENDCO will have a voice within the Leadership Team of their setting
- Work with the Headteacher or Head of School and the local Governing Body to ensure the school meets its responsibilities under the Code of Practice, and the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Prepare and review information the school is required to publish
- Contribute to school improvement plans with the Leadership Team
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff, and advise them on teaching and learning, and positive behavioural strategies

- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability, including conducting SEND Learning walks and Pupil progress meetings / discussions
- With the Leadership team, analyse data for pupils with SEND and implement any changes that are necessary
- Line manage any staff in accordance with school and Trust policy
- Advise and support teachers on positive behaviour strategies

### **Support for pupils with SEND**

- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness, including interventions
- Secure relevant services for the pupil through liaison with other providers, outside agencies, educational psychologists and external agencies.
- Make High Needs funding applications, and amend high needs funding through annual reviews
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Ensure effective communication with parents or carers
- Liaise with other settings, including supporting smooth transitions for pupils
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for Children in Care, where a CIC has SEND
- Where appropriate, ensure access arrangements for examinations or tests are planned and implemented

### **Professional Development**

SENDCOs should take personal responsibility for their continuous professional development by:

- Attending professional development opportunities including external training to support areas for development identified during annual appraisal
- Sharing elements of training relating to SEND with practitioners during staff meetings
- Network with other SENDCOs, including attending network meetings including ALT SENDCo meetings and/or local SENDCo cluster group meetings
- The proportion of the duties spent in teaching will be as determined by the Headteacher of the school and will be a fair representation of the expectations of the role

### **Other areas of responsibility**

- To have a teaching commitment equivalent to one day a week

The SENDCO 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 SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher/deputy headteacher.



## The Person Specification

# Gusford Primary School

### PERSON SPECIFICATION - SENDCo

EDUCATION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<p>Education to degree or equivalent level</p> <p>Qualified Teacher status</p> <p>A willingness to undertake the National Award for Special Educational Needs Coordination (If not already held)</p> <p>Evidence of recent professional development</p>	<p>National Award for SEN</p> <p>Evidence of further professional study in the area of SEN.</p>
EXPERIENCE		
	<p>Experience of recent and successful teaching experience within the primary age range</p> <p>Experience of working with Special Education Needs</p> <p>Evidence of working effectively as a team member</p> <p>Experience of monitoring and evaluating effective teaching and learning</p>	<p>Experience in the SENCO role</p> <p>Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community</p> <p>Proven experience in effective liaison with outside agencies</p> <p>Recent experience of leadership</p>
KNOWLEDGE & UNDERSTANDING		
	<p>A sound understanding of the SEN Code of Practice and its implementation.</p> <p>Knowledge of relevant Education Legislation and current developments and best practice in SEN legislation</p> <p>Knowledge and understanding of Ofsted inspection requirements and compliance with DfE regulations and standards</p> <p>Strong knowledge and understanding of the range of complex needs experienced by pupils with SEN,</p>	

	<p>More Able, Vulnerable Children, PPG, EAL and pupils with disabilities.</p> <p>Good understanding of assessment techniques. Ability to use performance data to inform provision mapping and planning</p> <p>Ability to use ICT to support teaching and learning.</p> <p>Ability to plan for a range of needs combined with a clear view of the next steps in a pupils learning.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Active Learning Trust's Safeguarding Policy and Staff Code of Conduct.</p>	
<b>PERSONAL QUALITIES</b>		
	<p>Able to establish and develop good relationships with all involved in the school.</p> <p>Excellent people skills - motivating, inspiring and challenging others to produce best outcomes for all children.</p> <p>Ability to communicate ideas effectively to high standards, both in written and oral form.</p> <p>Confident in taking responsibility and showing initiatives.</p> <p>Competent in the use of ICT.</p> <p>Flexible and approachable.</p> <p>Tolerance, patience and resilience.</p> <p>Reliability, professionalism and integrity.</p> <p>Personal motivation to ensure children achieve.</p>	<p>Proven ability to lead and manage people to work effectively both individually and in teams</p> <p>Ability to chair meetings effectively</p> <p>Excellent presentation skills with the ability to lead training</p> <p>Experience of leading a team of teachers and support staff</p> <p>Experience of partnership working with parents/carers</p>



ATTITUDES		
	<p>A strong commitment to developing strategies to meet the personalised learning and emotional needs of every child.</p> <p>Values aligned to the core values of Gusford Primary School and the vision of Active Learning Trust.</p> <p>A belief in the intrinsic value of all pupils and a commitment to providing unconditional support and approval to all pupils.</p> <p>Commitment to own continuous professional development</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Commitment to equality of opportunity.</p> <p>Commitment to race and gender equality and social inclusion.</p>	<p>A positive and energetic approach to work.</p> <p>An understanding of the way in which Gusford can promote values and a moral code.</p> <p>Willingness to play a part in the wider life of the school</p>

### Safeguarding

Gusford Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

# How to apply

Apply online via mynewterm [Gusford Vacancies - APPLY HERE](#)

**Please ensure your supporting statement references the person specification included in this job pack.**

If you would like any further information, or if you have any questions, please email our Headteacher Claire Claydon on [headteacher@gusfordprimary.net](mailto:headteacher@gusfordprimary.net) or phone our school office on 01473 682148 and ask for our School Business Manager Kerry Hawes.

Do take a look at the school website [www.gusfordprimary.net](http://www.gusfordprimary.net) and the website for ALT our multi-academy trust [www.activelearningtrust.org](http://www.activelearningtrust.org) to get a flavour of what we offer. The best way to find out about a school is to visit but this unfortunately isn't possible in the usual way at the moment, we can offer after school tours (when pupils are not present) or an online tour of the school is available on our website. You may also like to check out the **school social media** accounts Twitter [@GusfordPrimary](#), Facebook [TeamGusford](#) and the social media accounts of our school dog Pebbles Twitter [@PebblesGusford](#), Instagram [pebbles\\_gusford](#) and Facebook [PebblesGusford](#).

If shortlisted for interview you will be asked to have available at your interview:

- Your passport
- Original copies of qualifications which you have declared as part of your application and which are essential for the role.
- Two of the following: Birth Certificate, Passport, Driving Licence
- A utilities bill or other form of verification of your current address (issued within the past Three months)

**Closing date for applications:** Wednesday 19th May at midday

**Interviews:** Week beginning 24th May