



SENDCO (Leadership scale 1-3) RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Keresley Grange is a thriving school that is committed to Building Brighter Futures for all of their students. Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

John Astley, Interim Head of School

JOB TITLE:	SENDCO (Leadership scale 1-3)
OPPORTUNITY:	<p>Are you an experienced teacher with a passion for inclusion who wants something new to get your teeth stuck into? Do you want to make a significant contribution to our exciting future, where "uniqueness" of all is celebrated? Do you want to be part of an exceptional team of staff and feel empowered to make a real difference?</p> <p>Keresley Grange is looking for you! Having just welcomed Ofsted (Feb 2025) who have confirmed that we remain a GOOD school, we are looking for an exceptional teacher to play a significant role in our exciting plans as a dynamic SENDCO. The successful candidate will be part of a strong team working to ensure that our children get the very best and will be involved in whole school SEND direction as well as driving and managing the development of our Adaptive Provision unit. The role would have some teaching commitment and dedicated SENDCO time.</p> <p>Keresley Grange has transformed in recent years and is at a point of rapid growth and development. Our children are at the heart of all that we do and their uniqueness is celebrated, they attend and behave well and enjoy developing their creative skills. It is an exciting time to join our team.</p>
REPORTING TO:	Interim Head of School
LOCATION:	Based at Keresley Grange with requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	Leadership Scale 1-3 (with some teaching commitment), full time or part time, flexible working considered
BENEFITS – ENHANCING WORKING LIVES:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

JOB DESCRIPTION



Job Purpose

The SENDCo has an important role to play, along with the Head and Local Governing Committee, in determining the strategic development of special educational needs and disability (SEND) policy and provision in the school.

Duties and responsibilities

SENDCo Accountabilities, Standards and Quality Assurance

- The SENDCo has day-to-day responsibility for the operation of SEND policy and the co-ordination of the specific provision made to support individual students, including those who have an Education Health and Care Plan (EHCP) (or Statement of SEND if still applicable under transition arrangements in place as per the Code of Practice).
- The SENDCo provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENDCo should be aware of the provision in the Local Offer of Coventry City Council, and in those of other local authorities where a student is resident or normally resident in that authority.
- Ensuring that the school meets its legal obligations in respect of the Code of Practice and local guidelines for Coventry and any other relevant local authorities, and other relevant legislation.
- Being responsible for maintaining and updating the SEND policy and the SEN Information Report.
- Overseeing the day-to-day operation of the SEND policy.
- Identifying students who require SEND provision.
- Coordinating provision for students with SEND.
- Advising colleagues on the graduated approach to providing support.
- Liaising with parents and, where necessary, supporting colleagues who liaise with the parents of students with SEND.
- Leading and managing the Adaptive Provision unit, including curriculum design and management of staff.
- Liaising with other primary schools, Early Years Provisions and secondary schools to ensure that transitions for students with SEND are successful and effective.
- Liaising with local authority SEND support services.
- Liaising with the local authority SEND colleagues.
- Ensuring that the school keeps the records of all students with SEND up to date.
- Liaising with members of the Local Governing Committee to inform them - in relation to SEND - of the quality of teaching and learning, progress of students, and overall standards across all Key Stages.
- Developing productive partnerships with outside agencies and identifying needs across the school for the commissioning of support, liaising with the head teacher as necessary.
- Analysing and interpreting relevant school, local and national data related to SEND.

Whole School Accountabilities

In conjunction with the head teacher and governing body, the SENDCo will work to create and maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and progress, and differentiation which leads to good behaviour and discipline. Working with the head teacher and senior leadership team, the SENDCo will contribute to the efficient deployment of people and resources to meet the specific objectives of the school improvement plan.

- Supporting and promoting the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, students and members of the wider school community.
- Supporting a culture amongst all staff and students of high expectation and high levels of progress and attainment.
- Ensuring all members of staff recognise and fulfil their statutory responsibilities to students with SEND.
- Supporting and promoting all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection, and supporting students with medical needs.
- Monitoring the progress of individuals and groups of learners using agreed assessment and tracking methods and recommending strategies to remedy any difficulties encountered.
- Supporting colleagues through learning walks and observations, providing feedback on strengths and areas for development.
- Working with staff to develop effective ways of overcoming barriers to learning through:
 - assessment of needs;
 - monitoring of teaching quality and student progress;
 - target-setting;
 - keeping accurate records.
- Coordinating support from external agencies across the school such as Complex Communication Team, Educational Psychology Team.
- Ensuring the interventions within each year group meet the needs of students with SEND.
- Leading whole-school SEND Reviews.
- Developing productive collaborative working relationships with counterparts across The Futures Trust schools.
- Being aware of and supporting relevant colleagues on Ofsted inspection frameworks for SEND.

Teaching and Learning

The SENDCo will work with the Senior Leadership Team and the Local Governing Committee to develop and implement personalised curricular to enable students with SEND to access the full curriculum.

- Supporting the identification of and disseminating the most effective teaching approaches for individual students with SEND.
- Supporting colleagues in planning for adaptive provision.
- Keeping up-to-date on the most effective teaching approaches and supporting colleagues in applying these.
- Ensuring value for money in the procurement of specific resources for SEND: identify and procure effective resources.

- Working closely with the senior leadership team and subject leaders to ensure the expected progress of children, and alert them to emerging difficulties.
- Ensuring that teachers know the strengths and targets for all SEND students, that they use the strategies provided (including those in Education Health and Care Plans), and the recommendations within specialists' reports, in their planning for students with SEND.

Leadership and Management

Working with the head teacher and Inclusion Lead, the SENDCo will lead, motivate, support, challenge and develop staff.

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 and the Code of Practice
- Disseminating procedural information such as recommendations or requirements of the Code of Practice, local guidance (Coventry and other local authorities as necessary), or the school's own SEN policy.
- Attending and participating fully in school events, such as open evenings.
- Attending relevant meetings as identified on the school calendar, including SEND planning meetings, SEND network meetings, team meetings.
- Advising on, and working with colleagues to ensure, the effective deployment of teaching assistants, both in class and to deliver interventions.

Recording and Assessment

The SENDCo will have a strategic overview of relevant data related to the progress of students with SEND. This will include data on progress towards individual targets.

- Identifying, assessing and reviewing students with SEND.
- Setting appropriately challenging targets for raising achievement among students with SEND.
- Monitoring the students with SEND to ensure that they are making expected or better progress.

Training and Development

The NPQ for Special Educational Needs Coordination is a requirement for the post-holder. This may be worked towards.

The SENDCo will provide up-to-date advice and guidance in relation to SEND and individual students, and will ensure that all staff working with children have access to professional development opportunities.

- Providing advice, support, guidance and training in SEND to all staff, both generic for different SEN and tailored to individual students.
- Supporting the induction of new colleagues, including trainee and Early Career teachers.
- Providing a key reference point in providing information and support for families of students with SEND.

TEACHING COMMITMENT

Job Purpose

The education and care of the children in the classroom in accordance with the aims, policies and development plan of the school and The Futures Trust.

Duties and Responsibilities

- Work with all members of staff and the Local Governing Committee to realise the vision of the school

- Promote the school and The Futures Trust ethos in all aspects of school life
- Be passionate and help provide children with an exciting, creative and innovative education
- Set high expectations for all pupils and support staff and continually strive to raise standards
- Be familiar with and show a clear understanding of all school and The Futures Trust policies and ensure that they are all put into practice
- Allow enough preparation time to set up the lessons for each new day and leave the classroom tidy
- Provide quality teaching and learning opportunities that are appropriate for the full range of children's abilities
- Assess individual needs (SEND, EAL, A,G & T etc.) and plan, prepare and match programmes and resources
- To cater for those needs, including writing and reviewing IEPs in conjunction with the SENDCO
- Develop a stimulating a welcoming and safe interactive environment
- Work as a team to promote high standards in the appearance of all areas of the school and to take good care of all school resources
- Develop excellent working relationships with parents, other colleagues and outside agencies
- Attend all parents evenings, workshops and children's performances for parents, as well as the majority of school functions when appropriate
- Complete all paperwork as and when requested
- Attend and contribute to meetings and courses during/out of school time to support professional development throughout the school and The Futures Trust
- Keep up to date with new Government Initiatives and changes in educational thought and practice
- Ensure that all children are collected from school by a recognised adult or are sent home as agreed with parents
- Take part in the-school's annual Performance Management Programme

Other Duties:

In addition to the duties of a classroom teacher the post holder will be expected to undertake the following duties:

- to organise, supervise and direct the work of any support staff in the classroom.
- to work as a member of a team in the planning, delivery, recording and evaluation of short, medium and long term work;
- to ensure that all areas of the curriculum are covered throughout the academic year;
- to have overall responsibility for displays in the classroom;
- supervision of students or work experience students if required;
- lead an extra-curricular club at lunchtime or after school.
- to liaise with the Head and Senior Leadership Team, as appropriate;
- to liaise with the Educational Psychologist, Health Visitors, Social Workers, Speech Therapist or anyone from other outside agencies as appropriate;
- Any other duties and responsibilities within the range of the salary grade
- Accountability will be directly to the Senior Leadership Team.

PERSON SPECIFICATION



For this post we are looking for an individual who will place the child at the heart of the learning experience to drive up standards and innovate at all levels.

Professional Qualifications

Essential

- Excellent, proven qualified teacher with degree and Qualified Teacher Status
- Current or recent professional development in one or more areas of SEND need
- NPQ for SEND qualification, or willingness to embark upon and complete it when in post.

Skills and Knowledge

Essential

- Sound knowledge of the SEND Code of Practice.
- Ability to plan and evaluate interventions
- Excellent behaviour management strategies with all children
- A teacher who excites children to learn
- Up to date knowledge of National Curriculum
- Has employed effective assessment strategies in his/her teaching.
- Sound skills in ICT
- A willingness to learn and grow as a leader of learning

Management and Leadership Competencies and Experiences

Essential

- Ability to work successfully with others to achieve common goals.
- Evidence of contribution to raising standards within a broad and balanced curriculum

Desirable

- Contribution to the professional development of others in a school setting.
- Effective management and leadership across a whole-school and to lead a team of SEND colleagues.
- Willing and able to lead by example.
- Experience of leading INSET or training.
- Experience of working in a SENDCo role or within a SEND team.

Personal Attributes

Essential

- Commitment to the ethos and values of the school.
- Has an approachable and caring manner
- Ability to communicate effectively both orally and in written form.
- Good time management.
- Passion for helping SEND children to achieve well.
- Enjoys a challenge

- Commitment to making education enjoyable and stimulating
- Being an innovative thinker
- Flexible, adaptable, able to prioritise and make decisions
- Commitment to safeguarding and equality
- Commitment to maintaining confidentiality at all times
- Accountable to stakeholders as appropriate

School Specific Needs

Essential

- To commit to the vision and aims of the school and The Futures Trust.
- An appreciation of the importance of establishing and developing close relationships with parents, governors, the local community, partner schools and other external agencies
- A commitment to developing the school as part of the wider community
- To be committed to working with external services and local networks
- Commitment to working as part of a multi-disciplinary service

HOW TO APPLY



We would love to welcome you to chat about the role, see our school and, most importantly, meet our fantastic children and staff, before you apply. Please contact the school on 02476 332131 or admin@keresleygrange.coventry.sch.uk to arrange your visit.

(Please note that the school will be closed for the Easter break from Monday 14th April - Friday 25th April)

CLOSING DATE:	Wednesday 30 th April 2025
INTERVIEWS:	w/c 5 th May 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please visit the Current Vacancies section on our recruitment portal via: www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies via:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Keresley Grange Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.