



SENDSCO

Application Pack

AMBITION ★ ENJOYMENT ★ RESILIENCE ★ RESPECT
INSPIRE ★ COMMUNITY ★ TRUST

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Special Education Needs and Disabilities Co-ordinator (SENDCO)

Application Pack

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About our Trust

Prime7 was formed in 2013 and joined together Middleton Cheney Primary, King's Sutton Primary and Chipping Warden Primary Academies. The aim of the Trust has always been to work collaboratively across all three schools. We strive to ensure that our schools offer the very best education for all of our pupils. We also want to ensure that our staff enjoy working across the Trust and feel valued as part of a collaborative team.

At Prime7, we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us and each school is valued for its own individuality but it also plays an important part of the Trust as a whole. Across our schools we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow up to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

Our Vision and Values

Our ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the world around them. Together, we will strive to cultivate the potential in all of our children to ensure that they are fully prepared for the next stage of their education. Our mission is to ensure that our staff and parents and carers are valued and well cared for so that we can work together to provide children with the best education, know how to stay safe and healthy and are able to take their place as responsible citizens in a modern society. We want to empower our children to succeed. Prime7 has seven core values and principles to support the delivery of our mission.

AMBITION: To have high expectations in all we do and to have ambition for continuous improvement whoever we are.

ENJOYMENT: To create schools that foster creativity and curiosity so that children thrive on enrichment and thoroughly enjoy their school experience. We want our children to be excited learners.

RESILIENCE: To provide the best opportunities for all children to develop strategies to face life's challenges. We want to have children that can show courage and take risks in their learning.

RESPECT: To foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust. We want our children to grow up to be young citizens that are able to show empathy towards others.

INSPIRE: To empower children to take responsibility to strive and achieve in their learning and to be the very best that they can be. They will be role models and a source of inspiration to others.

COMMUNITY: to establish schools that are at the heart of the local communities they serve. Each school is valued for its own individuality but it also plays an important part of the Trust as a whole.

TRUST: to belong as part of a team is a core part of who we are and our relationships are based at all times on openness and honesty.

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Letter from our CEO

Dear Applicant

On behalf of the trust board, governors, staff, parents and pupils, I am delighted to welcome your interest in the role of SENDCO here at Prime7 MAT. We currently have a SENDCO position available **part time, permanent contract**, to join our friendly, passionate and committed staff at King's Sutton Primary Academy from 1 September 2023.

We can offer

- A position in a popular, friendly and lively village school (NOR 130)
- A dedicated and experienced team of teachers and support staff
- A Trust/school that prides itself on its high standards of behaviour and positive attitudes to learning
- Pupils who are enthusiastic about their learning and want to reach their potential
- Supportive parents
- CPD development opportunities both within the school and across the Multi-Academy Trust

If you share our values and vision and are enthusiastic, dedicated and passionate about children and their learning, I invite you to make an appointment to visit our academy and see for yourself the opportunities we can offer.

The closing date for applications is Wednesday 14th June at midday and interviews will take place Monday 19th June.

We look forward to meeting you and receiving your application.

Yours sincerely



Rachel Gallyot
CEO and Executive Headteacher at Chipping Warden Primary Academy



Our School

King's Sutton Primary Academy

Richmond Street
King's Sutton
Banbury
Oxon
OX17 3RT
Tel: 01295 811289
www.kingssuttonpa.co.uk/



King's Sutton Primary is a warm and welcoming village school with community at its heart. Each child here is valued as an individual; supportive staff nurture the children on their learning journey, helping to develop children's confidence in their own abilities and enabling them to reach their full potential in all areas of life and development.

At King's Sutton Primary Academy, we want our children to enjoy a safe and happy school life that offers the very best quality of education through a broad curriculum design that develops the whole character of the child.

Our vision is that all of our children develop a deep sense of self-awareness and an awareness of others, and we teach this through our three core values of **Achieve, Inspire and Respect**. This will allow the children to take their place as responsible citizens, who care for themselves and those around them, in a modern day British society.

Our website will give you a taster of life at King's Sutton Primary but please do contact us on 01295 811289 to book a visit. We look forward to showing you around our school.

Kind regards,

Mrs N Kent
Headteacher



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Job Description

King's Sutton Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Special educational needs and disabilities co-ordinator (SENDCO)

Salary: Dependent on experience.

Hours: 2 Days per week

Contract type: Part time – permanent

Reporting to: Headteacher

Main purpose

The SENDCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN 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 SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer

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- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
-

Support for pupils with SEN or a disability

- Identify a pupil's SEND
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- 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 looked-after children, where a looked-after pupil has SEN or a disability
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Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
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Other areas of responsibility

- To be an Additional Safeguarding Lead for the school.

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.

Personal Specification

Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment ➤ Degree
Experience	<ul style="list-style-type: none"> ➤ Teaching experience ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies ➤ Ability to plan and evaluate interventions ➤ Data analysis skills and the ability to use data to inform provision planning ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact Nicola Kent (head@kspa.prime7.org.uk) to arrange a conversation to discuss the position.

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Post Information

Special Education Needs and Disabilities Co-ordinator (SENDCO)

Part time (0.4/2 days per week) -Permanent

We wish to appoint an enthusiastic, experienced and knowledgeable SENDCO who has the appropriate SENDCO qualification and who is passionate about inclusion. A sound understanding of how to support children with SEND is essential as is a commitment to ongoing personal and professional development. The successful applicant will be part of our happy and friendly team and will work with the Headteacher to ensure the best outcomes possible are achieved for all of our children.

We are a welcoming and supportive team, committed to the education of the children in our care. We work closely with the other schools in Prime7 to provide opportunities for professional development both within our school and across the Trust.

We would welcome applications from candidates with experience of a range of SEND/complex needs and an ability to promote our inclusive ethos and positive behaviour through everything that they do.

King's Sutton Primary Academy is part of the Prime7 Multi-Academy Trust and is a friendly and lively village school (NOR 130). The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

Prime7 MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The role will begin in September 2023 (or as soon as possible after this) and is a permanent part time position. There is the flexibility to combine this position with a class teaching commitment to make this a full-time position for the right candidate. **The closing date for applications is 12 noon on Wednesday 14th June and interviews will take place on Monday 19th June.**

For further information, please visit www.kingssuttonpa.co.uk If you wish to find out more about the role, please contact Nicola Kent – Headteacher at head@kspa.prime7.org.uk or call 01295 811289. Visits to the school are welcomed and we look forward to showing you around our school.

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application. Please return by email to Lisa Macdonald lisa.macdonald@mcpa.prime7.org.uk or by post to Prime7 MAT, Main Road, Middleton Cheney, Banbury, Oxon, OX17 2PD.

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