

# SENDCo

(1.0FTE Permanent)

## Candidate Information



Working together so children can lead great lives

# Welcome from Education South West

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Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children's lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all of our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of and broad and balanced curriculum. Sport, art, technology drama and music play an important role in all of our schools.

We encourage innovation, creativity and individuality. By sharing this individuality and creativity we firmly believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is a must. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the very best they can, leading effective teams at every level, growing future leaders and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

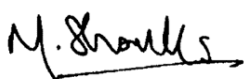
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always look to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place great importance on:

- people who go the extra mile
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others
- a desire to ensure that everything that is done within schools is the very best it can be
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace
- the ability to develop positive relationships with pupils, students and parents
- good interpersonal and communication skills when liaising with stakeholders
- a good sense of humour
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks  
CEO

# Welcome from KCC Governors

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Dear Candidate,

This is an exciting time for Kingsbridge Community College. The Governing Body look back over the last few years with a sense of real pride in what continues to be achieved by the leadership, staff and students of Kingsbridge Community College

I never cease to be amazed at the commitment, talent and hard work from the staff that I see when I visit. The students are a real credit to the community and make giving up my

time a privilege.

The Principal and senior leadership team have a common sense of purpose and vision; you will enjoy the backing of a dedicated and supportive team of governors who will value your contribution to the creativity and innovation of an existing first-class team of staff.

Most importantly you will be someone whose focus is on helping every single student within our College to maximise their potential and be the very best that they can be during their time with us.

Thank you in advance for the time that I know you will commit to this process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Steve Tucker', written in a cursive style.

**Steve Tucker**  
**Chair of Governors**



# Letter from the Principal

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Dear Colleague

**SENDCo - L12-L16**

**Starting Monday 17<sup>th</sup> April 2023**

Thank you for your interest in Kingsbridge Community College and the position we have available. I am delighted that you are considering joining our accomplished team and I hope that this information pack along with the school website gives you all of the information that you need to apply for the post. Kingsbridge Community College is an inspirational place to work and visitors to the school all comment on the commitment, behaviour and academic qualities of our young people, the fantastic resources and school buildings, and the strong supportive relationships evident between staff and students.

This is an opportunity to join the school at an exciting point in our journey. In January 2017, we merged our Multi Academy Trust to form Education South West, with 10 schools spanning primary, all-through and secondary: nearly 5,000 students and 600 staff in total. The aim of the Trust is simple: to work together so that children can lead great lives.

We are fortunate to be able to attract a high calibre of staff to KCC. Our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our teachers to be exceptional and so offer unrivalled professional development and support. Many of our senior and middle leaders started with us as teachers and have developed into highly talented practitioners. We offer internal and external training through our National Professional suite of qualifications including NPQML and NPQSL - your professional development is important to us. We are currently graded Outstanding by Ofsted.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel, and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

If you wish to visit the school or have any questions about this role, please feel free to contact the school and ask to speak to my PA, Emma McQuitty. Applications must be made by completion of an application form, and candidates invited to interview must supply a signed copy of their application form before their interview takes place. We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure.

The closing date for applications is **9.00am on Monday 20<sup>th</sup> February 2023.**

Yours faithfully



**Tina Graham**  
**Principal**

## THE DEPARTMENT

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The Learning Support Department has a team of 10 Teaching Assistants and Higher-Level Teaching Assistants who work together in a very busy and happy department. They are an enthusiastic and highly committed team who pride themselves on the quality of the relationships they have with our students, their parents, our teachers and with each other, and with the quality of support, intervention and teaching they provide across the whole College learning environment.

As a Senior Leader you may have a teaching commitment to be discussed at interview. There are plenty of opportunities for you to help raise standards and provision for SEND in other schools with whom we work as well.

## THE POST

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We are looking to appoint an experienced SENDCo to join the Senior Leadership Team and lead the further development of our Special Educational Needs and Disability (SEND) provision and remove any barriers to success for all our SEND students. We are looking for a qualified teacher who has successfully completed SENDCo training. You will also develop your skills across our Trust, Education South West, our Teaching School Alliance and Research School. As a result, you will gain the collaboration, training and investment you need for further development and enrichment within this role and to further support your professional wellbeing.

At our last Ofsted we were designated outstanding. Our value added and Progress 8 data over the last three years has continued to be significantly positive, and we have continued to develop, becoming an academy and then a teaching school in 2011. If you are the kind of person who strives for excellence, likes to do things well and who wants lots of opportunities to develop your own practice and try new methods – then this is the place for you.

## A COLLEGE WITH A NATIONAL REPUTATION

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We all came into teaching in order to make a difference and to help students to develop the attributes they need to go on and lead great lives. We have the resources, support and wider networks that will enable you to do this, and offer you the wider opportunities to develop your leadership not just at the College but across the system. Our ambition is simply to be one of the best schools in the country, and we are at the forefront of shaping the school-led system.

KCC is an 11-18 comprehensive school and a member of Education South West which comprises 4 secondary schools (one all through) and 6 primary schools within Devon. The schools within the ESW family share a common desire to give our children the education, opportunities and confidence that will enable them to lead great lives.

As an outstanding school we converted to an academy in January 2011 and in September of that year we were honoured to be in the first 100 schools in the country to be designated a Teaching School and this year we were successful in bidding to become the lead school in a new Teaching School Hub: Teaching Schools South West. This is a partnership between Teaching Schools, MATs, Research School and Curriculum Hubs, which means that our staff can access the best, most up to date training and support in the South West and Nationally. We are appointed as one of only 32 licence holders to run National Professional Qualification programmes including NPQH, NPQSL and NPQML. Our charitable company, Leading Schools South West, has now trained over 600 teachers on these programmes.



Since we became one of the first designated National Research Schools in 2016, Kingsbridge Community College has been working closely with the Education Endowment Foundation (EEF), Institute for Effective Education (IEE) and our other partners to develop evidence informed approaches to teaching and learning across the Southwest of England, helping schools and teachers to make better use of evidence to inform their teaching and learning.

Our ambition and dynamism are far-reaching. It means that you have unprecedented opportunity to work with colleagues in other schools, lead professional development programmes and develop the skills and profile you need for your next promotion.

## THE COLLEGE FACILITIES

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The College is situated on the edge of the town with wonderful views over the surrounding countryside. Extensive building programmes have resulted in enviable facilities.

We have built over £14 million of buildings in the last 12 years in more than 6 different projects. This has resulted in all departments teaching in modern, specialist facilities. It also tells you about our drive and ability to get results: all these developments were as the result of successful bids, and all the building processes were managed by ourselves – on budget and on time.

## STAFF AND STUDENTS OF THE COLLEGE

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All staff are considered leaders within the school and given the opportunity to participate in the decision-making process through regular departmental, pastoral and staff meetings – and whole school events. Staff commitment is high and new teachers are expected to demonstrate similar commitment as well as high quality teaching and a willingness to contribute to the ethos and broader life of the school.

Relationships between staff and students here are excellent. We see evidence of this in the time which staff devote to giving students individual help out of classes and the time and energy they commit to trips. Our students are generally well motivated and responsible, and we receive many plaudits when they are out and about on visits. We are a fully comprehensive college, with plenty of able students who go on successfully to universities including Oxford and Cambridge.

## CONTINUING PROFESSIONAL DEVELOPMENT

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We are very clear in our belief that the staff are our best resource, and invest a lot of time and resources in continuous professional development. We place a great deal of importance in supporting trainee teachers and NQTs. All of our NQTs have an individual department-based mentor as well as mentoring from a senior member of staff in the College and a regular seminar programme. We do our very best to offer all our staff a continuous training programme as their career enters different stages from NQT through to preparation for middle and senior leadership, and then on eventually to headship. Our policy is to train our own staff who can then lead others.

We also use Incremental Coaching as the basis of regular developmental discussions for staff.

## THE CURRICULUM

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We have an admission number of 203 students in each year group which we organise into seven mixed ability tutor groups. They are taught in mixed ability groups at Key Stage 3 except in Maths, MFL and Science. Students are taught either French or Spanish in Year 7.

We have a very clear vision of what makes teaching and learning at Kingsbridge distinctive. Learning here is exciting, inspiring, engaging and effective. We train all our staff in using effective teaching and learning strategies based on the work of the EEF and Research School. We support staff by having a programme of Incremental Coaching that ensures that all staff have access to a coach who focusses on in-lesson improvements in teaching strategies.

Our Sixth Form offers a wide programme of A levels and vocational qualifications. We are very proud of the breadth of our curriculum with many opportunities for enrichment as part of the Sixth Form which prides itself on being a thriving community of its own.



## EXTRA CURRICULAR

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We have a thriving extra-curricular programme which is always changing and always developing. We will discuss with you at interview how you would like to contribute to this programme. We run many sports teams who achieve County and national success, and stage many different concerts and drama productions throughout the year. Other clubs and activities range from chess to rocket building! We hold a Challenge Week at the end of the Summer Term where all students opt for residential or daily activities, with options ranging from residentials in France, Holland and Spain to cycling across Devon and Dorset staying in YHA's along the way.

There are many other trips and visits which enhance the curriculum including a Technology residential in London to look at all aspects of design, English and Drama residentials in London and Stratford, a Media Studies residential in Manchester and Hollywood, Geography and Biology field trips and so on. In recent years we have had expeditions to South America, Africa, China, Borneo and India. Staff would not give up this time if they did not enjoy working at Kingsbridge with our students, and we are enormously appreciative of their time and goodwill.







## Job Description

Post Title: **SENDCo**  
Responsible to: **Principal**  
Scale: **L12-L16**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Principal. Appropriate level of performance is defined in the Framework of Performance Standards for Teachers in England.

### Job Purpose

- To lead staff in the creation, consistent implementation and improvement of whole College policies to help students stay safe, enjoy learning, make progress and achieve high standards.
- To lead on defined key areas of the College's work, contributing to and impacting on the College Improvement Plan.
- To implement the College Performance Management and Self-Evaluation policies, monitoring the work of staff in a way which recognises good practice, provides regular feedback and so results in an impact on students' learning.
- To liaise with parents, staff within and outside the College and other agencies to maximise achievement of students.
- To assist in the strategic leadership and effective management of the College through active contribution to the leadership team.
- To take action, alongside other leaders, with regard to the learning or behaviour of students when issues run across subjects and are beyond the level usually dealt with by the teaching and Pastoral staff. engaging support staff and other agencies to enable all students to fulfil their potential.
- To continue to develop the College's wider role within the local community.
- To lead and attend all relevant staff meetings as required by the College calendar and your role.
- To attend meetings of the full Governing Body as required.
- To provide strategic leadership of the provision for students with special educational needs (SEND) across the College in order to ensure that these students make excellent progress.
- To line manage the Learning Support team.
- To lead, manage and effectively deploy staff and resources within the SEND provision.
- To lead, monitor and evaluate the development of learning and teaching strategies for students with SEND.
- To ensure that staff are provided with relevant information and training relating to the support of these students.
- To lead on raising standards of student attainment and achievement with SEND students in all year groups and ability profiles.
- To ensure that paperwork relating to students with SEND meets statutory requirements.
- To maintain appropriate relationships with parents of students with SEND and with relevant external organisations.
- To take a full role within the school community as a member of College leadership.



## Main Accountabilities

- Ensure that there is a strategic overview of provision for students with SEND across the College which maximises their potential
- To deliver the College's SEND & Disability Policy in line with the SEND Code of Practice and Equality Act and to contribute to the College Accessibility Policy and other relevant Policies such as Behaviour & Learning.
- To monitor the effectiveness of intervention for students with SEND by rates of progress and outcome.
- Lead and manage a team of SEND teaching Assistants working directly with students with SEN and ensure that they are effectively deployed.
- Ensure that the College Leadership Team and Governing body are informed about current good practice and legislation relating to SEND and inclusion and that policies and practices relating to SEND are up to date.
- Liaise effectively with staff across the College, including pastoral and student support teams, to ensure high quality provision for students with SEND.
- Lead on the development and implementation of inclusive practice throughout the College and liaise with teachers across the College, including delivering appropriate training when necessary.
- Maintain an accurate SEND register and provision map to ensure that provision meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEND.
- Ensure that Education & Health Care Plans (EHCPs) and other relevant documentation relating to students with SEN are regularly reviewed with students, parents and other agencies and recommendations made are implemented.
- Ensure that exam concessions and access arrangements for students with SEND are assessed and implemented in collaboration with the College Examinations Officer.
- Monitor, analyse and report on assessment information and examination results for students with SEND to ensure that they make excellent progress.
- Prepare for statutory assessments and ensure that all students with an EHCP have an annual review; initiate EHCNA requests as appropriate with the Local Authority.
- Lead and manage intervention relating to literacy, numeracy, ACE and EAL.
- Liaise with the pastoral lead over interventions relating to mental health.
- Lead and manage the transition of SEND students from Years 6 to 7 and 11 to 12, including the induction of Year 7 students with SEND.
- Remain outward looking and maintain productive relationships with external agencies and professionals from Careers, Education, Health and Social Care across the area.
- Maintain positive relationships with parents of students with SEND.

## Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your annual targets. These are set in discussion with your line manager and grouped under the headings: Professional development; Team Improvement Plan; student progress.

<b>Name:</b>		<b>Date:</b>	
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<b>Signed:</b>	(Principal)	<b>Signed:</b>	(Member of Staff)
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### Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

Essential	Desirable	Evidence Base
<b>Qualifications</b>		
Degree and Qualified Teacher Status	Essential	Application Form / Certificates
Hold the National Award for Special Educational Needs Coordinators.	Essential	Application Form / Certificates
Experience of leading or supporting the leadership of a SEND Department.	Essential	Application Form / Interview
Experience of leading people in successfully implementing change and innovation.	Essential	Application Form / Interview
Senior Leadership experience	Essential	Application Form / Certificates
<b>Professional Experience and Knowledge</b>		
Knowledge of national legislation and statutory requirements related to SEND and working with children and young people.	Essential	Application Form / Interview
Awareness of support available for young people with Special Educational Needs and Disabilities.	Essential	Application Form / Interview
Evidence of implementation of successful strategies to overcome barriers of learning.	Essential	Application Form / Interview
Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning and engagement throughout the school.	Essential	Application Form / Interview
An ability to write academically and professionally. To write and prepare educational reports.	Essential	Application Form / Interview
Ability to prioritise workload.	Essential	Application Form / Interview
Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.	Essential	Application Form / Interview
Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams, and individuals.	Essential	Application Form / Interview
Successful teaching and curriculum experience	Essential	Application Form
Ability to teach subject to GCSE.	Essential	Application Form
Experience of teaching at A Level.	Desirable	Application Form / Certificates
Ability to communicate effectively with students, parents and colleagues.	Essential	Application Form / Interview

Ability to use assessment for learning and data to improve student performance.	Essential	Application Form / Interview
High level ICT skills.	Essential	Application Form / Interview
Inspirational practitioner with a passion to enthuse and engage students so they achieve their full potential.	Essential	Application Form / Interview
Excellent understanding of the curriculum and current developments in teaching and learning.	Essential	Application Form / Interview
Positive attitude towards your own and others professional development.	Essential	Application Form
Able and willing to make a full contribution to the life of the department and the wider school community.	Essential	Application Form
<b>Personal Qualities</b>		
A Leader	Essential	Application Form / Interview
Adaptable, flexible.	Essential	Application Form / Interview
Able to take responsibility and show initiative.	Essential	Application Form / Interview
Enthusiastic and inspiring.	Essential	Application Form / Interview
Able to command respect.	Essential	Application Form / Interview
Excellent team member, able to work both independently and cooperatively with others.	Essential	Application Form / Interview





## How to apply

### Application deadline

Completed applications must be received by 9.00am on **Monday 20<sup>th</sup> February 2023**.

Please submit your application to Emma McQuitty:

[emma.mcquitty@educationsouthwest.org.uk](mailto:emma.mcquitty@educationsouthwest.org.uk)

### Completing your application

Candidates are asked to complete all the standard information required on the application form.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

### Discussion and visits

Visits to the College are welcome. Please arrange a suitable time with Emma McQuitty [emma.mcquitty@educationsouthwest.org.uk](mailto:emma.mcquitty@educationsouthwest.org.uk). Telephone: 01548 852641 ext. 2502

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.



**Blackawton Primary School \* Christow Community Primary School \* Coombeshead Academy \* Dartmouth Academy**  
**East Allington Primary School \* Kingsbridge Community College \* Kingswear Primary School \* Rydon Primary School**  
**Stoke Fleming Primary School \* Teign School**

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