

## Chalgrove Community Primary School SENDCO Recruitment Pack 2023



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## Headteacher's welcome

Dear applicant,

I am thrilled that you have chosen to enquire about a post at Chalgrove Community Primary School.

At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners.

How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

Our school is creative, vibrant and a great place to teach. As a school, we encourage individuality and independence. We love that we have a Forest School facility, we love that we facilitate exciting opportunities for our children and we love the freedom we give to our teachers and children – all of this makes us who we are.

We are fortunate to have developed strong links with several different organisations including: Mulberry Bush, Oxford Brookes University and Garsington Opera.

Our current development includes becoming a 'Talk for Writing' school. This project is currently in its second year and this year we were fortunate to continue our journey working with the Mulberry Bush and Oxford Brookes University to become a nurture school.

We are very proud of our Ofsted outcome in November 2019, which recognised our passion, dedication and importantly how we care for and nurture the children we teach.

We are part of the Acer Trust. Details of the trust's ethos can be found in this pack.

We welcome visits to our school, please contact the school office to arrange an appointment (email: [office.2452@chalgrove.oxon.sch.uk](mailto:office.2452@chalgrove.oxon.sch.uk) or call 01865 890385)  
Alternatively, you can contact me directly by emailing [head.2452@chalgrove.oxon.sch.uk](mailto:head.2452@chalgrove.oxon.sch.uk) and I will be happy to schedule an appointment for an informal chat.

I would very much like to show you around our wonderfully creative and happy school, so please do make contact. I can guarantee the warmest of welcomes.

Kind regards,

Sam Gillion  
**Headteacher**

## Our 3R's underpin our ethos Ready, Respectful, Responsible

### Ready

- To try
- To work hard
- To learn
- To take risks
- To be focussed
- To make mistakes and learn from them
- To be on task
- To do as asked - first time, every time
- To help
- To be helped
- To listen

### Respectful

- Of everyone
- Of the thoughts and feelings of others
- Of difference
- Of individuality
- Of decisions
- Of school property
- Of the property of others

### Responsible

- For my actions
- For giving 100% effort
- For working together
- For not giving up
- For challenging myself
- For being organised
- For being honest
- For being caring and kind
- For always trying my very best
- For good manners
- For having a smart uniform
- For being considerate

At Chalgrove Community Primary School, we expect every member of our community - children, staff, governors, parents and visitors - to behave in an appropriate and courteous manner towards each other, to be polite, thoughtful and considerate. Our school is a learning community and nobody should prevent anyone else from being able to work, learn, play and enjoy being at school.

## What do our staff, pupils and parents say?

I love Chalgrove because we get loads of incredible educational opportunities such as; exploring in our forest; learning computing through games like Minecraft; and being part of a kind and caring community.

### **Pupil reflection**

I couldn't imagine starting my teaching career off with a more supportive, helpful, and encouraging school. The closeness of the team has led me to see Chalgrove Primary more as a family rather than a place of employment over these last few years. Leadership has been fantastic, allowing me to develop myself as a teacher in directions I want to, while providing advice and brilliant opportunities along the way. Chalgrove is simply a wonderful place to teach and to grow.

### **Year 5 Teacher. Joined our school as an ECT**

I like being a pupil at Chalgrove because it has amazing teachers and I have really good friends.

### **Pupil reflection**

'Engaging children to learn through fun activities in an environment where they feel cherished and respected'

### **Parent reflection**

The teachers explain things amazingly so that you think it's easy.

### **Pupil reflection**

Chalgrove is a community school, where pupils and families are put at the heart of the curriculum. As a class teacher, you have the flexibility to design the curriculum around your pupils needs and your creative strengths. Chalgrove is an honest and supportive place to work; staff enjoy sharing their experiences with each other and lean on each other when they need advice.'

### **Miss Hudson Year 5 class teacher and Deputy Headteacher**

'Chalgrove Primary is an amazing team, who recognise and continuously work to meet the individual needs of all its pupils, within a fabulous and supportive community. It is exciting to share our creative curriculum with the children and we always search for new and even more exciting ideas. The creativity enables our children to be keen, confident, and questioning learners. As they begin to reflect they are able to further develop their individual learning and it's incredibly rewarding to be part of that journey. We are fortunate to have our own Forest School, where the children can fish, build dens, cook, run and climb and then translate their learning experiences through various genres in the classroom.'

### **Mrs Hawkins Pastoral Teaching Assistant**

## Acer Trust

Formed in 2017 the Trust currently has 7 schools (3 secondary and 4 primary). The Acer Trust is a Multi-Academy Trust founded on collaborative partnership. We believe that by working together with a common collective purpose of improving learning for all, we can ensure a better education for all the learners in our trust.

## Trust Values

The values of the Acer Trust underpin everything we do. We are a learning organisation and our values are for all learners in the trust: pupils and students, staff, governors, trustees and parents. All the schools in the trust share a commitment to these values:

**Trust:** schools and individuals will collaborate in an open and honest manner, and will act in the best interests of all children educated in the partner schools

**Collaboration:** all partners have a contribution to make to the trust as well as a collective responsibility for the success of the trust. All partners play an active role in ensuring the success of all learners in the trust

**Opportunity:** all learners, both students and adults, will benefit from the range of opportunities provided by being a part of the Acer trust

## Job advert

**Closing Date:** Monday 20<sup>th</sup> March at 5pm

**Interview Date(s):** TBC

**Job Start Date:** May 2023 (or Sep 2023) date negotiable for the right candidate

**Contract:** Permanent

**Salary:** Main/Upper Pay Scale + SEN Allowance

**Hours of Work:** 1-2 days per week (exact working days negotiable)

**Contact e-mail address:** [admin.2452@chalgrove.oxon.sch.uk](mailto:admin.2452@chalgrove.oxon.sch.uk)

### About school

Chalgrove Community Primary School are a thriving local school set in the beautiful countryside in rural Oxfordshire. We are very much at the heart of our community and we are lucky to have such supportive families. At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners. How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

**We seek to appoint an inspirational SENDCo to work as part of our team. You may be an experienced SENDCO or an exceptional practitioner looking to further your career as an aspiring SENDCo.**

We believe in a collaborative approach when supporting pupils. We understand that the best outcomes for children are achieved when class teachers, SENDCo, families and Senior Leadership work together with the child at the centre.

### The successful applicant will:

- Inspire and motivate children and staff and be able to form positive professional relationships with all.
- Be able to demonstrate excellent classroom practice to improve others' inclusive teaching and be able to use monitoring to lead improvement in provision for children with Special Educational Needs and Disabilities.
- Raise the standards of SEND pupils throughout the school.
- Be a skilful communicator and be able to manage tricky situations to achieve the best outcomes.
- Have the ability to set appropriate learning targets and to support staff in developing teaching strategies to enable these to be met by the child.

- Have a commitment to seeking out and sharing the best methods to help the individual and to removing any barriers which might lead to underachievement.
- Actively support Class Teachers and Teaching Assistants.
- Be able to work effectively within a supportive, committed and successful staff team.
- Have high aspirations for themselves and a commitment to further development.

**You will be responsible for:**

- Managing and overseeing high quality support for SEND children across the school by working in collaboration with Class Teachers, Teaching Assistants and families
- Line managing SENDCo/Pastoral Assistant
- Liaison and coordination with outside agencies
- Coordinating and leading annual reviews
- Delivering SEND related staff training
- Coordinating periodic assessment checks with pupils
- Supporting and directing Class Teachers and Teaching Assistants
- Assessment tracking of SEND pupils

**Essential Skills and Experience:**

- Qualified teacher status
- Knowledge of standards expected in each year group
- Knowledge of the effectiveness of different intervention strategies that will meet individual needs
- Able to advise & demonstrate different strategies to maintain good behaviour across the school
- Evidence of leading improvement initiatives relating to SEND
- Ability to interpret and act on data
- Extensive good/outstanding teaching in a primary school
- Knowledge and application of the SEND Code of Practice
- Efficient and organised

**We will offer our successful candidate a school that:**

- Is dedicated to offering the very best for its children with a focus on enrichment
- Enjoys positive relationships between staff, children and families



- Is happy, vibrant and positive
- Is creative, open to ideas and seeks opportunities for its children and staff
- Really cares for its staff team
- Offers bespoke induction for experienced teachers new to our school
- Supports and encourages continuous professional development
- Support and collaboration with other SENDCOs within the Acer Trust

***For further information including how to apply, please see the vacancy section on our school website: <https://www.chalgrove.oxon.sch.uk/vacancies/>***

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.

### **Safeguarding Statement:**

The Acer Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All applicants are considered confidentially and according to the nature of the role and information disclosed

## Job Description

**Job Title: Special Needs Co-ordinator (SENDCO)**

**Scale: MPS/UPS + SEN Allowance**

Responsible to: The Headteacher and the Governing Body of the school

Relationships: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

Appraisal: Annual appraisal documents detail working hours, salary scale and equivalent monetary value, appraisal objectives and support/training needs.

### **Purpose of the job**

The SENDCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

### **Overall Responsibility**

- To lead, manage and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- Act on the Code of Practice for Special Educational Needs & Disabilities (SEND) and ensure all staff are aware of the implications for them.
- Be responsible for the implementation and operation of the SEND Policy.
- Be accountable for the experiences and progress of pupils with SEND

### **Key Accountabilities**

Strategic development of the school's SEND provision and oversight of the day-to-day operation of that policy with the support of and working with the Headteacher and Deputy Headteacher to:

- Review effectiveness of and amend SEND Policy annually.
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND pupils
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan.
- Ensure children with SEND have SMART targets and that these are reviewed regularly and effectiveness of provision is evaluated.

- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Headteacher on the level of resources required to maximise achievement.
- Liaise with staff, parents, outside agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND.
- Lead on multi agency meetings/processes, including Early Help and annual reviews (where appropriate)
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately.
- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
- Collect and interpret specialist assessment data on SEND to inform practice.
- Work with pupils, class teachers to ensure realistic and challenging expectations of pupils with SEND.
- Monitor the use of resources, teaching activities and target setting and develop and maintain the school's SEND Register.

### **Leadership and Management:**

- Achieve constructive working relationships and establish opportunities for the SENDCo, support teaching assistants and other teachers to review the needs, progress and targets of pupils with SEND.
- Provide information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes.
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff.

### **Parents, the community and extended schools:**

- Work with parents and families who have a child with SEN offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways

### **Managing own performance and development:**

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Use of Resources:**

- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely.
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager.

**Additional responsibilities and general requirements:**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.

**New staff induction**

At Chalgrove Community Primary School, we offer a bespoke induction process for experienced teachers new to our school. Every new member of staff will be allocated a mentor who will support with the day to day aspects of teaching and learning. Initial meetings will determine the exact level of support required.