



ROBINSWOOD PRIMARY ACADEMY

RECRUITMENT PACK

Proud to be part of the
GREENSHAW
LEARNING TRUST

Robinswood Primary Academy,
Underhill Road,
Matson,
Gloucester, GL4 6HE



Telephone: 01452 530430

Email: admin@robinswoodprimary.co.uk

Dear candidate

Thank you for your interest in the role of SENDCo at Robinswood Primary School. This is a great time to be joining us as we're amalgamating with nearby Moat Primary Academy on our site from 1st September 2025, so you'll be part of our exciting journey. We're combining our resources, expertise and facilities to provide even greater educational opportunities for the local community for years to come. We're currently liaising with pupils, parents, staff and the local community to decide upon our new school name, logo and uniform!

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Robinswood Primary Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our HR Manager, Neil Ramsey: nramsey@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Rebekah Millward, Headteacher

ABOUT OUR SCHOOL

At Robinswood Primary Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Robinswood Primary Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

Role information

We are recruiting for a permanent SENDCo.

Our new amalgamated school will be two form entry with its own pre-school, catering for children aged 2-11, with additional classes in Years 4, 5 and 6 initially.

Our well-planned transition is in full swing, including a refurbishment and redecoration of our school buildings. Our doors will open to the children on 8th September 2025, meaning our staff will have a full week of Inset time to be fully prepared for the opening.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with Main Pay Scale Range, points M1 – M6, plus SEND Allowance; or Upper Pay Scale Range, points UPS1 – UPS 3, plus SEND allowance (England). Actual salary: M1-M6 (£31,650 - £43,607), UPS1 UPS3 (£45,646 -£49,084), plus £2,677 SEND Allowance per annum.

HOURS OF WORK

Full time, Monday to Friday, 1.0 FTE

PLACE OF WORK

Robinswood Primary Academy, Underhill road, Matson, Gloucester, GL4 6HE.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	SENDCo
Responsible to:	Assistant Headteacher
Responsible for:	The post holder may be responsible for the deployment and supervision of the work of teaching partners relevant to their responsibilities

PROFESSIONAL DUTIES AND RESPONSIBILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle. The job holder must contribute and adhere to the overall ethos, vision and values of the MAT.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and learning

- Identify and adopt the most effective teaching approaches for pupils with SEND.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Promote Inclusion best practice and contribute to the aims and ethos of the school through membership of the Senior Leadership Team (SLT) and when possible, attendance at school events.

Recording and assessment

- Set targets for raising achievement among SEND pupils and other groups as appropriate.
- Collect and interpret specialist assessment and performance data and share with other staff and Trustees as appropriate.
- Set up systems for identifying SEND, assessing and reviewing SEND provision. This includes creating My Plans, applying for and monitoring EHC plans and provision maps with class teachers and teaching assistants.
- Update the Head of School and governing body on the effectiveness of provision for children with SEND.
- Keep parents informed about their child's progress through individual meetings and at parents' evenings.
- As necessary, prepare applications for EHC plans; co-ordinate and attend annual reviews.
- Assist Year 2/6 staff and Head of School in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
- Maintain SEND/Inclusion register.

Leadership

- Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to pupils with SEND.
- Provide training opportunities for learning support assistants and teachers to learn about Inclusion, including whole-school Inset.
- Disseminate good practice in Inclusion across the school.
- Identify resources needed to meet the needs of SEND pupils and manage the SEND budget.
- Work with the Headteacher and Trustees on the strategic development of SEND & Inclusion, including reviewing and formulating appropriate policies.
- Support pupil progress meetings, recording agreed provision within provision maps.
- To be involved in the appointment of Teaching Partners.
- To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements between the Nursery (and other pre-school settings) and the school.
- Liaise with the Educational Psychology service and other specialist and support agencies.
- To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff and Trustees as necessary.
- To attend appropriate training, CPD and conferences and provide feedback to colleagues.
- Lead CPD on inclusion matters as needed across the school.
- Work with the Headteacher to plan the overall deployment of teaching partners throughout the school.
- Liaise with key stage leaders and all teachers in the successful deployment of learning support workers within key stages and year groups.
- Undertake SEND self evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
- Model good practice in teaching pupils with SEND including those with severe complex needs.
- Develop links with Trustees, the LA, external agencies and neighbouring schools.

Other responsibilities

- To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children.
- To be willing to undertake the role of Deputy Designated Safeguarding Lead.
- To undertake the role of Designated Teacher for Looked After Children.
- Class teaching commitment as required by the Headteacher, e.g. PPA cover

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

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. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Qualified Teacher Status	x	
Evidence of continuous participation in in-service development and a commitment to further professional development	x	
Either already have, or be willing to undertake, the accredited SENDCo qualification	x	
Qualification for the assessing and teaching of pupils with specific learning difficulties		x
Experience		
Qualified teacher with a number of years' experience	x	
Experience of teaching in a primary school	x	
Experience of working successfully and co-operating as a member of a team	x	
Experience of leading training of other teachers	x	
Experience of setting targets and monitoring, evaluating and recording progress	x	
Proven experience as a SENDCo in a primary school	x	
Dealing successfully with challenging and sensitive situations in a primary setting		x
Professional values		
Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues	x	
Ability to set high expectations of all pupils and be committed to raising educational achievement	x	
Ability to adopt a flexible approach to working	x	
Ability to maintain confidentiality	x	
Committed to the safeguarding of children	x	

Knowledge and understanding		
The statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEND	x	
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	x	
The SEND Code of Conduct and its practical application strategies for meeting the SEND of pupils in a mixed ability classroom	x	
Behaviour management techniques for groups and individuals	x	
Planning and implementing an effective teaching programme and individual education plans, including the monitoring, assessment, recording and reporting of pupils' progress	x	
The positive links necessary within school, a child's home and external agencies	x	
Effective teaching and learning styles	x	
How to establish an effective rapport with children that is based on high expectations, and establish a purposeful learning environment where all pupils feel secure and confident	x	
How to use ICT effectively as an integral part of teaching and learning	x	
The funding support mechanism for SEND		x

Skills		
Promote both the school's values and ethos positively, and use effective strategies to enhance motivation and morale	x	
Establish and develop a sound professional relationship with a class and groups of pupils	x	
Demonstrate excellent teaching and learning skills and be able to create a positive, challenging and effective learning environment	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 09/06/2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on 17/06/2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 01/09/2025 if possible. Otherwise they will start after the October half term..



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LEARNING TRUST



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