



Sir John Thursby Community College



Candidate Information Pack

SENDSCO

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of SENDCO at Sir John Thursby Community College, full details of the position are included in this pack.

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As the new Head I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023.

Our school is characterised by the way we treat our people. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

We are proud of the investment we make into the quality of teaching and we work hard to ensure that all teachers have access to high quality professional development. We are a research driven school and we use the EEF implementation model to drive our school improvement. Our current implementation plans are around Assessment, Mixed Attainment Teaching and Literacy. As the new Headteacher, I am keen to further these with some work around Ambition and also look at our strategic vision to ensure we are a beacon for excellence.

At SJT we value our staff and have worked hard enable all staff to have a good work/life balance in a supportive working environment. To enable this we give all our staff at least 20% non-contact time. We have made significant reductions to marking expectations and have made substantial reductions to the number of after school meetings for staff. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team here. We are committed to supporting work life balance as we recognise that teaching can be a challenging job. Whilst this post is advertised as full time, we would welcome discussions about flexibility and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw

Matt Renshaw
Headteacher

SENDCO

MPS/UPS + TLR 2.2 £5646

To start 01.05.2025

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

This is an outstanding opportunity for a proactive and enthusiastic SENDCO to join our existing SENDCO and support the development of our school. We are looking for an existing or aspiring SENDCO. Our ideal candidate will either hold or be currently working towards the SENDCO qualification. We would also welcome applications from candidates who have a professional interest and readiness to quickly start this qualification. You will need to show experience of successes within a SEND framework. We are passionate about our work around inclusion and SEND and this is an opportunity to contribute fully to our focused implementation plans around mixed attainment teaching, assessment and literacy development. We are now in the exciting position of expanding the SENDCO team which has 2 SENDOs and a vibrant team of teaching assistants. We are looking for someone who will have the ambition to drive our quality first teaching for the benefit of all students, particularly those with SEND.

The successful candidate will be supported with mentoring and line management from the Deputy Headteacher. You will be an outstanding teacher with a proven ability to raise standards and achievement and who shares our drive and passion to inspire our students with the love of your subject and the motivation to ensure every student achieves their full potential. This post arises due to the promotion of one of our current SENDCOs.

Main SENDCO responsibilities:

- to oversee the day-to-day operation of SEND and medical policies and practice as part of a wider SEND team
- to deploy teaching assistants effectively
- to ensure compliance with the SEND code of practice and all relevant statutory elements of practice and keep up to date with relevant policies and procedures

- to liaise with staff and offer support when required to ensure good, quality first teaching takes place
- to provide strategic oversight of the school's SEND provision and recommend changes and developments needed
- to co-ordinate provision for students with SEND and medical needs
- to advise staff on the graduated approach to SEND provision, including producing IEPs and intervention plans for students with SEND
- to ensure all staff are providing for the needs of all SEND students so they can reach their potential
- to teach classes as required, usually comprising students who have identified additional needs
- to coordinate and lead training for Teaching Assistants
- to attend relevant inclusion panel meetings.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where teachers are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our "belonging" ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

In your application please explain how your experiences have prepared you for this role and how you would ensure that all pupils with SEND are supported to achieve their full potential.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Monday 3rd February 2025

Shortlisting: Tuesday 4th February 2025

Interviews: Thursday 13th February 2025

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

SENDCO Job Description

Responsible to: Deputy Headteacher

Purpose of the job:

The SENDCO, under the direction of the Deputy Headteacher, will:

- Determine the strategic development of special educational needs (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, medical conditions or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEND 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
- Provide leadership around quality first teaching to ensure that students benefit from adaptive teaching in mixed attainment settings
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose 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 students' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with 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, with respect to children with SEN or a disability
- Analyse assessment data for students with SEN or a disability
- Plan and deploy appropriate intervention programmes to meet the needs of students with SEND based on EF guidance for SEND in the mainstream

- Implement and lead intervention groups for students with SEND, and evaluate their effectiveness
- Maintaining and updating the SEND Information Report annually.
- Reviewing and contributing towards the Medical Policy annually

Support for students with SEN or a disability

- Identify and assess students' SEND
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review education, health and care plans and individual education plans with parents/carers and the student, at least termly
- Communicate regularly with parents/carers
- Ensure that if a student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student, including those who join us from other schools
- Promote inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Coordinate provision for students with medical conditions to meet their needs and access their medication

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 teaching and support 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 students with SEN or a disability
- Lead and manage teaching assistants working within the SEN team
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

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 Deputy Headteacher and the Headteacher.

Matt Renshaw
January 2025

Attributes	Essential	Desirable	How identified
1. Qualifications	<ul style="list-style-type: none"> • QTS • Degree or equivalent • SENDCO qualification (or commitment to working towards this) 	<ul style="list-style-type: none"> • Recent relevant INSET • Ability to teach a national curriculum subject and an additional subject 	Application form
2. Experience	<ul style="list-style-type: none"> • Evidence of excellent teaching over time • Experience of teaching across the whole ability range of students • Experience of teaching across the 11-16 age range of students 	<ul style="list-style-type: none"> • Evidence of positive outcomes from Y11 classes • Experience of planning long & medium term schemes of learning • Experience of leading extra curricula activities 	Application form Supporting letter Selection process References
3. Skills and knowledge	<ul style="list-style-type: none"> • Clear understanding of what makes excellent teaching • Clear understanding of how to accurately assess student progress • Clear understanding of how to meet the needs of all students • Clear understanding of current developments & initiatives in the development of the subject across KS3 & KS4 	<ul style="list-style-type: none"> • Clear understanding of new KS4 specifications • Clear understanding of how the KS3 curriculum supports skills and knowledge needed for KS4 	Supporting letter Selection process
4. Personal qualities	<ul style="list-style-type: none"> • A passion to make a difference to young people's lives through education • Ability to build effective working relationships • Enthusiastic, resilient & solution focused • An effective team member, who works well with other people • Effective organisation skills • Good oral & written communication • To like young people and build positive relationships with them • Not to settle for good, but always strive to improve • A commitment to safeguarding and equality • Sense of humour 	<ul style="list-style-type: none"> • Ability to contribute to whole school policies and initiatives 	Supporting letter Selection process References

<p>5. Other</p>	<ul style="list-style-type: none"> • Application form completed in full • Letter of application (max 2 sides A4, font 11) • Enhanced DBS disclosure • Satisfactory health check • A commitment to sustain regular attendance at work 		<p>Application School checks</p>
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**SIR JOHN THURSBY COMMUNITY COLLEGE
STRATEGIC VISION AND VALUES 2022-2025**

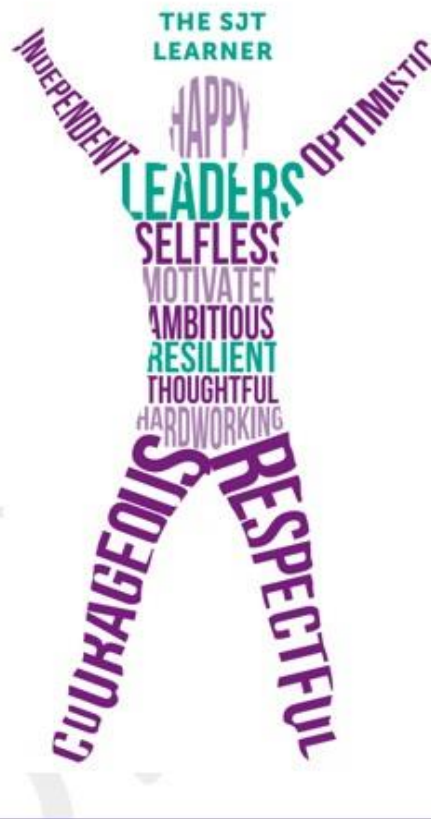
Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk