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**SAPIENTIA EDUCATION TRUST**

**OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION**

**SENDCO and Teacher of English**

**Permanent, Full-Time**

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| **Line Manager:** | Headteacher  |
| **Salary:** | Leadership Scale 4FTE: £43,034 per annum |

**THE POST**

We are seeking to appoint an inspiring SENDCo to oversee and monitor the assessment, evaluation and support for students with SEND.

The individual will also be an inspiring and enthusiastic Teacher of English with a commitment to ensuring that all of our students can ‘Be the Best They Can Be’. You will be an excellent English teacher and have an unwavering passion for your subject with a clear focus and understanding of what excellent teaching and learning looks like in order to provide excellent outcomes for students. You will have the ability to teach English at both KS3 and KS4, experience delivering GCSE English is essential.

Old Buckenham High School is a member of the Sapientia Education Trust (SET) which is currently led by the Executive Principal of Wymondham College as CEO.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

**Personal Qualities**. Sapientia Education Trust expects its teachers to have the following personal qualities:

* Be an innovative, independent thinker with the capacity for strategic thinking;
* Be creative and proactive in finding solutions;
* Be flexible and adaptive to changing needs and priorities;
* Be resilient, calm and tenacious under pressure;
* Be insightful and analytical with good problem-solving skills;
* Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
* Be a self-reflective practitioner who always seeks to improve;
* See the ‘big picture’ in relation to whole school priorities & improvement;
* Able to reason their educational philosophy, in tune with the school ethos;
* Be willing to contribute to the extra-curricular life of the school ;
* Possess a sense of humour;
* Have the ability to inspire and enthuse staff and students about their subject;
* Be highly self-motivated, able to energise and motivate others;
* Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence**.Sapientia Education Trust expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Trust would expect them to develop the following competences:

* Be an excellent Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for students and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
* Excite and engage visitors about the school at Open Evenings and all other events;
* Have very high expectations of the learning of all students at all times;
* Work with colleagues across all key stages to ensure embedded transition from Key Stage 1 to 5.

**JOB SPECIFICATION**

**General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Sapientia Education Trust.

The teacher will be responsible to the Headteacher for teaching classes using his/her skill, experience and best endeavours and in accordance with Teachers’ Standards. He/she will abide by the Code of Conduct for Staff and Volunteers.

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

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Teacher of English Specific Responsibilities**

* To contribute to the Learning and Teaching of English across the school;
* As Teacher of English, in addition to carrying out the professional duties of a teacher other than a Head Teacher, as described in the *School Teachers’ Pay and Conditions Document,* and in meeting the Post Threshold Standards for a Teacher (If applicable) as laid out in the *Professional Standards for Teachers* you will be responsible to the Headteacher for the following specific areas:

**KEY TASKS:**

* To teach English to students of all abilities and at both Key Stages;
* To set classwork and homework that is in accordance with the Department’s Schemes of Work;
* To plan and prepare lessons that meet the learning needs of all students;
* To ensure the effective development of students’ citizenship, literacy, numeracy and ICT skills through the subject;
* To follow the school’s procedures for assessing, recording and reporting student achievement;
* To interpret and use national, local and school-level performance data to help raise achievement;
* To implement School policies on raising of achievement and monitoring student progress;
* To report regularly to the Senior Curriculum Leader on the progress of students within their teaching groups;
* To be responsible in the first instance for the management of behaviour in their teaching groups;
* To meet with parents and other agencies as necessary;
* To take on supervisory duties in line with school policy.

**SENDCO Specific Responsibilities**

* To help students to achieve to the best of the ability through appropriate implementation of School policies on the raising of achievement and the monitoring of their progress;
* To develop focused support programmes to enable students “to catch up”;
* To be able to oversee and monitor the assessment and provision for students with SEND;
* To ensure that all statutorily required documentation is in place, including all aspects of EHCPs, Local Offer etc.;
* To ensure that Individual Education Plans are in place and are reviewed annually for all students with SEN;
* To be responsible for the pastoral concerns and well-being of the school’s Looked After Children and students with English as an Additional Language, and those form a Gypsy Roma Traveler Heritage;
* To interpret and make use of performance data to help raise achievement;
* To use provision-mapping to ensure that staff in the team are deployed cost-effectively;
* To have an up-to-date knowledge of and implement all relevant statutory requirements and local policies
* To be accountable for all part time/individual programmes;
* To report regularly to the SLT on all aspects of academic progress and strategy in the area of Inclusion/SEND;
* To liaise directly with external agencies and providers;
* To provide information to parents and colleagues about the work and issues of the Department;
* To provide effective transition liaison with the school’s feeder primary schools;
* To meet with parents/carers and other agencies as necessary.

**REMUNERATION**

Salary Details:

* Leadership Scale 4
* FTE Salary: £43,034 per annum

All payments are pensionable under the Teachers’ Pension Scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Sapientia Education Trust’s Performance Management programme.