

Ivy Education Trust



Application Pack and Job Description
SENDCO
Teignmouth Community School 11-19



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January 2025 (or earlier)

Ivy Education Trust is seeking to appoint an outstanding individual with drive, passion, enthusiasm and ambition to join Teignmouth Community School.

The SENDCO role is an exciting opportunity to take the lead in shaping a provision that makes high quality education accessible to all. You would be joining an ambitious and innovative leadership team who hold the best interests of young people at the heart of all they do: none more so than those who are considered 'vulnerable'. The successful applicant will use evidence-based research and a mutually supportive approach to drive strategic change in making TCS a truly inclusive environment.

The successful candidate will be an innovative practitioner with the following attributes:

- Ambition to make a difference to students' learning and outcomes
- Genuine enthusiasm for the subject
- Resilience
- Ability to inspire and work within a team
- Ability to challenge and support colleagues
- Ability to work under pressure
- Excellent communication skills

You will have high expectations of student achievement and behaviour, good communication skills and a commitment to working as part of a team.

Please see the job description and person specification for further details regarding this post.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning

community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about this post or would like to arrange a visit, please contact recruitment@ivyeducationtrust.co.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Monday 12th August at 9am. Interviews will be arranged once applications have been shortlisted.

Suitable candidates may be interviewed before the closing date and the trust reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.



Dear applicant,

First, I would like to say a huge thank you for your interest in working at Teignmouth Community School.

When I started as Headteacher in September 2022 the school was in a very different place than it is now. In fact, I would go so far as to say that it is unrecognisable. The groundwork has very definitely been laid and we are well on track to being the school that the community of Teignmouth deserve. This transformation has only been possible through the power of 'team'. I am now looking for a new member of that team to continue to drive improvement in both the quality of curriculum and delivery alongside the love of learning of languages.

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges and inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within Teignmouth Community School Teaching Sequence that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is now academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering a broad range of extra-curricular clubs, trips and visiting speakers. A holistic approach to education is one of our key drivers.

We treat everyone in the Teignmouth Community School community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of Work Hard – never give up; Be Kind – care for each other and Join In – develop and grow, values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole school framework of behaviour for learning expectations; centralised behaviour systems; a fortnightly coaching programme for all staff (because, in the words of Dylan Wiliams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to developing the best version of yourself and our students then I welcome your application.

A handwritten signature in black ink that reads 'R Wickham'. The signature is written in a cursive style with a large, flowing 'R'.

Rachel Wickham
Headteacher
Teignmouth Community School

Job Description

Post Title:	SENDCO
School:	Teignmouth Community School
Salary Grade:	Leadership range L7-11 (£54,816 - £60,488)
Contract Type:	Permanent

Responsible to: Headteacher

The responsibilities detailed below are in addition to the job description responsibilities for all teaching staff. The job is also at senior leader level and therefore assumes the core responsibilities and behaviours of a senior leader. Due to the nature of the role and the need for maximum flexibility in planning the postholder's time and diary, the teaching commitment will be kept to an absolute minimum and the postholder will not be expected to carry out some common senior leader responsibilities.

Key Purpose:

- To be the strategic lead for the planning, development and delivery of SEND provision within Teignmouth Community School.
- To ensure that Teignmouth Community School is legally compliant regarding SEND provision and policies.
- To ensure the efficient assessment for, and implementation of, exams access arrangements for students.

Principle responsibilities:

- To ensure that the school fulfils its duties according to the SEND Code of Practice: 0 to 25 years in their provision for those with Special Educational Needs under part 3 of the Children and Families Act 2014.
- To fulfil the legal and strategic responsibilities of the SENDCo role.
- To oversee the day-to-day operation of the schools' SEND policies.
- To co-ordinate provision for all students with SEND, especially those with EHCPs.
- To act as the Designated Teacher for CiC at Teignmouth Community School.
- To ensure that the school's Register of Need is regularly updated so that it is an accurate record.
- To lead on issues related to students with specific medical needs at Teignmouth Community School.
- To advise the Headteacher, leadership team and staff on a graduated approach to the provision of SEND support.
- To advise on the deployment of any delegated budget and other resources to ensure the needs of SEND students are met effectively.
- To oversee and lead parental liaison for SEND students.
- To oversee and lead liaison with other providers, other schools, educational psychologists, health and social care professionals, independent and voluntary bodies and all other relevant agencies.
- To act as the key point of contact with external agencies, especially the local authority, the 0 – 25 team and all support services.
- To oversee and lead liaison with potential 'next providers' of education to ensure students, and their parents, are informed about choices and a smooth transition is planned.
- To ensure (with the Leadership and Governance) that the school meet their responsibilities under the Equality Act (2010) with regard to reasonable adjustment and access arrangements.
- To ensure that Teignmouth Community School is kept highly accurate, effective and up-to-date records of all SEND students.
- To provide high quality advice to leadership teams on the impact of decision-making on SEND students and their provision.
- To drive improvement in SEND provision across Teignmouth Community School and feed into the SEF and SIP where relevant.
- To keep up to date with knowledge of national and local best practice and how these impact policy and practice in the school.
- To conduct and complete the annual SEND audits for Teignmouth Community School.

- To Line Manage the Assistant SENDCo and SEND Administrator.
- To plan, lead and deliver the assessment for, and implementation of exams access arrangements in Teignmouth Community School. To liaise with the examinations' officer and other key staff as necessary.
- Effective communication within the school and to key stakeholders with regards to SEND, to ensure confidence in the school and the department.
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.
- Order and allocate SEND resources and manage the SEND budget.
- Oversee the deployment of staff in the SEND department and advise on the recruitment of staff when required.
- Support the professional development of the SEND team through the school appraisal processes, and other support strategies.
- Ensure school policies are consistently adhered to by the SEND team.
- Other general professional duties under the reasonable direction of the Headteacher.

School Ethos and Culture

- To conduct oneself in a manner befitting a teacher and leader at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy and statutory requirements.
- To undertake any other additional duties not detailed above as required and as specified in the school Teachers' Pay and Conditions document, as long as they are commensurate with the level of the job.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
A relevant degree	√		Application Form
Qualified teacher status	√		Application Form
Post-Graduate qualification with Special Education Needs focus		√	Application Form; Interview
Experience:			
Experience of successfully improving outcomes for students with special educational needs (EHCP and Support) to national averages for progress.	√		Application Form; Interview
Previous experience as SENCO or Assistant SENCO		√	Application Form; Interview
National SENCO Award already achieved (or willingness to undertake within 1st year in post.)		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Experience of working with and developing links with other Academies and the local community		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Ability to relate well to young people	√		Application Form; Interview; References
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Well-developed interpersonal skills	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy 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. All employees are expected to undergo Disclosure and Barring and employment checks.