



GREENSHAW
LEARNING TRUST



SENDCo

Recruitment Pack

**ALWAYS
LEARNING**



Tyndale Primary School, Tyndale Avenue, Yate, Bristol, BS37 5EX

Telephone: 01454 867180

Email: admin@tyndaleprimary.co.uk

www.tyndaleprimaryschool.com

[Headteacher: Miss K Parkhouse](#)

November 2021

Introduction

Dear Candidate

Thank you for your interest in the post of SENDCo at Tyndale Primary School. This is a fixed term post from 1 January 2022 to 31 August 2022, 2 days per week (13 hours).

We are a proud member 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 their own distinctive character. The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. The Tyndale Primary School website www.tyndaleprimaryschool.com will also provide further information on the school.

Tyndale Primary School 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.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Yours faithfully

Katie Parkhouse
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Terms and Conditions

Reporting to:	Senior Leadership
Contract:	Fixed Term 1 January 2022 to 31 August 2022
Salary:	Main Scale point 1 – Upper Pay Range point 3 plus TLR2a allowance (Salary will be determined subject to experience and qualifications)
Hours of Work:	2 days per week (13 hours)
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pensions arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at https://www.teacherspensions.co.uk
Probationary Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Job Description – SENDCo

Purpose of the job

Tyndale Primary School is looking for a team player with a great work ethic to be able to work with SLT to take responsibility for the provision for students with Special Educational Needs and/or disabilities. The areas of responsibility include coordinating provision for students with Special and Additional Educational Needs, contributing to the strategic planning of SEND, liaising within school and outside agencies, promoting staff development in relation to SEND, maintaining the records of SEND students and managing resources.

- To work with SLT and other colleagues as appropriate to ensure that the college meets its statutory duties in relation to SEND.
- To ensure that students with special needs who are vulnerable or at risk, or who have difficulty in accessing the curriculum receive appropriate support and guidance.
- To ensure that students with special and additional educational needs receive appropriate provision and make good progress in mainstream curriculum lessons and through targeted support.
- To ensure that the special educational needs of students are recognised, assessed and communicated to the appropriate members of the college community and that effective support is provided as a consequence.
- To monitor the progress of objectives and targets for students with SEND.
- To coordinate the work of the Teaching Assistants working with students with additional needs.

Role Specific Responsibilities

To support the identification of students with significant needs to ensure that these needs are adequately assessed and to ensure that strategies for meeting these needs are planned, actioned and monitored.

- To analyse and interpret relevant college, local and national data in relation to SEND to inform practice.
- To support and contribute to the strategic development of SEND policy and provision.
- To assess the nature of and extent of students with SEND and ensure that the appropriate members of staff are aware through the use of appropriate channels of communication and use of “Provision Map” to effectively support Teaching and Learning.
- To co-ordinate, monitor and evaluate Additional Support Plans for students on SEND support and EHCPs.
- To support the coordination of and contribute to Annual Reviews for students with EHCPs.
- To analyse and interpret student progress systematically to inform planning and recognise the level at which students on the Inclusion register are achieving against their predicted performance indicators.

- To support the maintenance of an up to date Inclusion register of students identified as having special and additional educational needs.
- To monitor the quality of provision for students on the Inclusion register.
- To offer advice, guidance and support to staff with regards to understanding the needs of SEND students and how to work most effectively with students with special needs generically and for individual students.
- To provide appropriate teaching and support strategies to enhance and improve the outcomes of students with SEND.
- To ensure that students with SEND get the support and concessions that they are entitled to in public examinations.
- To liaise with other schools and agencies to ensure effective communication and to promote the interests of individual students and encourage the sharing of good practice.
- To liaise with outside agencies as appropriate.
- To contribute to whole college policy on issues relating to the needs and interest of students with SEND.

Continuing Professional Development

To offer high quality, appropriate and effective continuing professional development opportunities for teaching and support staff.

- To disseminate and share good practice, coaching and training to support team members.
- To ensure the maintenance of current knowledge of SEND policy and practice.

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation

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.

Qualifications	Essential	Desirable
Degree and QTS	●	
National Award for Special Educational Need Coordination	●	
Experience and Knowledge	Essential	Desirable
Previous experience of working with children in an educational setting.	●	
Successful experience of working within a Primary Setting	●	
Experience of using Information Technology to support students in the classroom.	●	
Experience of supporting SEND students in a mainstream classroom environment.	●	
Skills and Abilities	Essential	Desirable
Experience of developing and delivering programmes for pupils with SEND	●	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	●	
Ability to establish and maintain a culture of behaviour for learning within the classroom and the wider school	●	
Ability to use key aspects of ICT to present data	●	
Understanding of the SEND Code of Practice	●	
Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within an Alternative Provision	●	
An understanding of behaviour management strategies	●	
An understanding of national developments in the area of social inclusion and SEND	●	
Knowledge of the National Curriculum, including Programmes of Study and national strategies related to teaching pupils with SEND	●	
Experience of leading a curriculum area and/or pastoral area	●	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	●	

Personal	Essential	Desirable
Ability to maintain confidentiality at all times	●	
Enthusiastic and inspiring	●	
Adaptable, flexible, efficient	●	
Commitment to participate in development and training opportunities	●	
Able to take responsibility and show initiative	●	
Ability to be flexible and supportive to colleagues	●	
Ability to build effective working relationships with a range of partners and stakeholders	●	
Resilience, tact and diplomacy, even when under pressure	●	
Be personable and set a good example to colleagues and pupils	●	
Excellent behaviour management skills based on a firm but empathetic approach with pupils	●	
Willingness to contribute to extra-curricular activities		●

The Recruitment Process

1. Applications

To apply for this vacancy, please apply here <https://www.greenshawlearningtrust.co.uk/join-us/staff>

Applications must be received no later than 9 am Monday 29 November 2021. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted candidates will then be invited to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will be held week commencing 29 November 2021.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post from 1 January 2022.