



BLACKDOWN EDUCATION PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



WELCOME TO UFFCULME PRIMARY

On behalf of Uffculme Primary School, I would like to thank you for your interest in the role of SENDCo.

This is an exciting role and we are looking for a highly motivated and inspiring individual, who shares our commitment to ensuring that the young people we serve receive the best possible standard of education.

We can offer:

- A happy, forward looking school with a hard-working team
- Strong systems to support vulnerable learners
- An excellent Teaching Assistant team who undertake interventions and support
- A commitment to professional development
- The support of the Multi-Academy Trust and a network of colleagues across our schools

If you share our vision and values, enjoy a challenge and the rewards associated with supporting young people to reach their full potential, then we would like to hear from you.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any job offer is subject to satisfactory enhanced DBS clearance.

If you would like to know more, or you would like an informal discussion about the role, then please contact me on 01884 840282. Alternatively, you can email me at admin@primary.uffculmeschool.net



Fraser Wallace
Executive Headteacher



The Opportunity



SENDCo (0.6 FTE)

MPS/UPS plus TLR2a (£3,214 per annum)

Required: January 2025

Permanent post

Main Job Purpose

- To coordinate the provision for children with special educational needs or disabilities in the school, to ensure they receive the support they need.

See the Job Description for a full breakdown of the role and responsibilities.

The closing date is 9.30am Monday 7th October; interviews to be held on Friday 18th October.

Job Description



Post	Primary SENDCo
Grade	MPS/UPS
Responsible to	Headteacher/Head of School

Duties

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those described on the job description of the 'Class Teacher'. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of the role

- To coordinate the provision for children with special educational needs or disabilities in the school, to ensure they receive the support they need.

Main duties

Teaching & Learning

To develop, implement and monitor policies and practices for SEN and inclusion.

To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored.

To work with the Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers.

To support colleagues and lead professionals, through modelling, support and CPD, drawing on internal expertise where necessary.

- To work with the Senior Leadership Team and SEN colleagues to develop a plan of provision, support and intervention, leading to effective programmes, supporting class teachers with the implementation of these.

To work with staff, parents and external agencies to develop support plans or applications for additional funding and to support, organising and chairing reviews where necessary.

To liaise with Headteacher regarding SEN funding, to ensure that funding is used appropriately, effectively and efficiently.

To work with Trust Director of SEN, regarding Trust wide initiatives as well as accessing support as required.

To promote and model the use of school behaviour policy at all times of the school day.

To communicate as required with the Local Governing Committee regarding SEN within the school.

To carry out some additional responsibilities such as meetings with staff, gate duties, lunchtime duties, parent events and promoting the school in the local community.

Attributes and professional contribution to the community:

- Establish a safe and stimulating environment for students rooted in mutual respect.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Contribute positively and effectively to working relationships across the school through positive contribution in academic, pastoral and other school meetings.
- Make a positive contribution to the wider life and ethos of the school.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents/carers and take part in liaison events with parents and agencies outside school, as appropriate.

Additional tasks:

- Any other reasonable tasks at the discretion of the Headteacher

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and 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 Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification



Primary SENDCo		
Criteria		Essential/ Desirable
Qualifications and Experience	Good Hons degree (2.2 or higher) in a relevant subject	E
	QTS status	E
	At least 3 years' experience of teaching in the primary age range	E
	SENDCo National Award or willingness to work towards it	E
	Experience of sharing best practice with colleagues	E
	Experience of teaching pupils throughout the primary age range	D
	Experience of leading/managing SEN	D
	Experience of delivering staff training through INSETs or staff meetings	D
Skills & Knowledge	Experience of organising and facilitating multi agency meetings	D
	Ability to demonstrate high quality and effective classroom practice which ensures good or better progress for all children, without limits	E
	Evidence of some professional development taken in the last two years relevant to SEN	E
	Understanding of multi-agency working	E
	Experience of monitoring teaching and learning	E
	Understanding of a range of strategies to raise pupil achievement	E
	Excellent behaviour management skills	E
Thorough understanding of safeguarding and child protection	E	

	<p>Ability to lead by example and demonstrate what effective classroom practice should be</p> <p>Excellent ICT skills</p> <p>Excellent organisational and time management skills</p> <p>Evidence of ability to build productive working relationships with parents and fellow professionals</p> <p>Excellent relationships with colleagues</p> <p>Ability to communicate effectively at all levels</p> <p>Knowledge of and ability to share current educational legislation</p> <p>Commitment to further professional development</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal Qualities	<p>Excellent interpersonal skills</p> <p>A genuine love of teaching and rapport with children</p> <p>Willingness to go the extra mile to secure high levels of pupil performance and engagement</p> <p>Tact and diplomacy</p> <p>A sense of humour</p> <p>Infectious enthusiasm and relentless positivity</p> <p>Creativity, imagination and ideas</p> <p>Flexibility</p> <p>Ambitions to develop your career further</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

BELIEF IN EVERY CHILD



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



BELIEF IN EVERY CHILD

