

Job Application Pack 

Job Position: SENDCo

Zaytouna Primary School

For September 2022



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**1 Transform Trust**

**Our Vision**

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

We are strategic partners in Inspiring Leaders, Flying High Teaching School Hub, East Midlands Maths Hub and with Derby Research School.

We can offer you:

* Unrivalled opportunities for professional development through our schools and Transform Applied, Transform’s unique and high regarded CPD service [www.transformapplied.co.uk](http://www.transformapplied.co.uk/)
* Trust support networks
* Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts
* Annual staff survey to allow you to provide us with feedback on what it’s like to work for us
* Annual children’s/staff awards which celebrates the successes and achievements of our children and staff

For more information about us please watch the Transform film at [www.transformtrust.co.uk](http://www.transformtrust.co.uk/)

All Trust staff have access to and benefit from a comprehensive range of professional development programmes for all stages in their professional journey, backed by focused networks that support curriculum planning, development and delivery as well as coaching and support programmes that ensure they feel part of a wider team that is working together for a common aim.

We are proud of the strong bond that has been forged across our partner schools whilst holding onto the strong commitment to all of our schools maintaining their own identity and place within their local community.

Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.



As Salaamu Alaykum and a very warm welcome to Zaytouna Primary.

We are delighted that you are considering us for the next stage in your career – if you are up for excitement, excellence and #DoingThingsDifferently then we are definitely the place for you.

From our curriculum to our enrichment offer, our approach to professional development to our partnerships with the local community, we are striving for innovation and excellence. We believe that school should develop a child’s mind, body and soul. This drives every decision that we make and we are proud that we are able to offer this entitlement to all of our children. It is what we care passionately about. We also know that to fulfil this, we need to ensure that mental and physical health and wellbeing is at our core. For our children and our adults. You’ll see this reflected in everything that we do.

We are proud to be a school of Islamic distinctiveness – you’ll see that our QIS offer enriches our children to be the best versions of themselves. It’s what makes our school a genuine family community. This together with our comprehensive development of our core British Values means that our children are being well supported to become informed, critical thinkers of the future.

Our ambition to be a school of excellence and our unwavering commitment to the achievement of all children, means that we’re looking for an inspirational SENDCO to join the Zayteam to lead our SEND provision. This is the perfect time to come and help us to write the next chapter of our adventure as we’re now fully immersed in phase 3 of our school improvement model. Indeed, our recent Ofsted Monitoring visit in February 2021 acknowledges the great progress that we have made and judged leadership to be effective. We have established some great momentum and have exciting plans for 2022 and beyond and additional capacity to our after school enrichment will fully support this.

We know that the most effective leaders are ‘up to something’ and care passionately about their area of responsibility, so we’re inviting you to help shape your role. Professional dialogue and quality CPD will allow our new SENDCO to contribute fully to our continued improved outcomes and provision for our children who deserve the very best.

We are ambitious and unapologetic about what we do at Zaytouna. It’s based on what we believe to be important and on the future that we want for our children and for ourselves. We make sure however that we have as much fun as we can along the way!

If you’re considering the next step in your career and this sounds like an offer that you’d like to find out more about, then I strongly encourage you to book in for a session to come and meet us, have a tour of school and a further conversation – we’d love to meet you.

Best wishes,

Amy Storer

Headteacher



 **Special Educational Needs and Disability Co-ordinator (SENDCo)**

**Required from September 2022**

**0.6 FTE (3 days a week)**

**Main scale to UPS3 (£25,714.00 - £41,604.00 FTE) + TLR £2873.00**

**Actual salary £15,428.40 - £24,962.40 + TLR £1723.80**

Zaytouna Primary School are seeking to appoint an enthusiastic and dynamic SENDCo to lead the SEND provision across our school. You will have the experience, knowledge, vision, courage and personal qualities to build on the school's achievements and successes to move it forward in its next phase of development.

We want to recruit people who are passionate about making a difference to children and want to challenge themselves to keep on improving. Our working relationships are positive, supportive and forward looking.

This role will be based out of the classroom, but will involve provision of cover on an as-called-for basis and the delivery of interventions. The successful candidate will be an outstanding teaching practitioner, with the drive and capacity to support teaching colleagues in providing the very best possible learning opportunities for our children. The successful candidate will sit on the Senior Leadership Team.

On 1st September 2018 the school became part of Transform Multi Academy Trust. We believe a significant impact can be achieved for our school with the right vision, motivation and skill of a teaching assistant who has the passion for enabling children to achieve.

We are a warm and welcoming school that truly inspires all: children, parents and the wider community, by providing them with calm, reflective and safe environments in which they can be nurtured.

Our broad and balanced curriculum of intellectual, physical and spiritual education is all inspired and underpinned by the principles of the Islamic Faith and British Values so that children become positive contributors to any community in which they choose to live. We believe that children should have a positive emotional attachment to learning and be awed and inspired by the learning of Allah’s creation so that they become lifelong learners who see the whole world as their classroom.

Our school family celebrate diversity, where difference is respected. We prepare our children to live in a multi-cultural world where they value people of all faiths and none along with people of all walks of life and who challenge discrimination of any form.

We warmly welcome applications from those who are passionate about making a real difference to the lives of children and thrives on challenging themselves and others to keep on improving.

How to apply

Please download an application from our website and forward with your current CV and covering letter to Sue Richmond, HR Administrator by email on sue.richmond@transformtrust.co.uk

Closing date for applications: 9am Monday 13th January 2020

Interviews likely to be week commencing 20 January 2020

Transform Trust is a Multi Academy Trust with over 6800 children in 18 Primary Schools covering Nottingham, Nottinghamshire and Derby. Joining us, you will be part of an ambitious and innovative organisation. We promote the autonomy and local nature of each of our schools and we are an enabling organisation rather than a directive one.

We believe education has the power to transform lives and communities. Our Vision is to provide high quality education and deliver the best outcomes for children.

We are partners in East Midlands Maths Hub, Derby Research School, Inspiring Leaders and Challenge Partners.

We can offer you:

• Unrivalled opportunities for professional development through our schools and Transform Teaching School Alliance

• Trust support networks

• Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts

• Annual staff survey to allow you to provide us with feedback on what it’s like to work for us

• Annual children’s/staff awards which celebrates the successes and achievements of our children and staff

For more information about us please watch the Transform film at www.transformtrust.co.uk

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training



**The successful candidate will:**

* Work alongside the current Leadership Team and Wider Leadership Team in promoting a shared vision of Zaytouna Primary School.
* Ideally be a qualified SENDCo or working towards the accreditation
* Be an outstanding teacher, passionate about children’s learning and welfare and with high expectations for all learners.
* Be an exemplary role model with strong leadership and organisational skills who can nurture and inspire, challenge and motivate both pupils and staff.

In return we offer:

* A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
* Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
* Calm and purposeful learning environments
* Friendly, polite, well behaved children who deserve the very best
* Excellent partnerships between pupils, staff, parents, governors and community
* A forward-thinking approach to teaching and learning throughout the school
* Career opportunities as part of a successful Multi Academy Trust

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training.**

**Job Description**

**Overall Purpose of Post**

Strategic development of the school's Special Educational Needs and Disability (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.

To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standards, to an EYFS, KS1 or KS2 class as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.

The postholder is responsible for the supervision of the work of The Ark Team and teaching assistants.

To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Areas of responsibility and key tasks:**

* Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
* Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
* Support all staff in understanding the needs of SEND pupils.
* Support phase/key stage developments of SEND provision.
* Monitor progress towards targets for pupils with SEND.
* Analyse and interpret relevant school, local and national data.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

**Knowledge and understanding**

* Have knowledge of and keep up to date with the Curriculum guidance for Early Years, Key Stage 1, and Key Stage 2 National Curriculum.
* Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
* Be familiar with the school’s current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.
* Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

**Planning, teaching and class management**

* Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
* Work with staff to develop effective ways of bridging barriers to learning through:
	+ assessment of needs
	+ monitoring of teaching quality and pupil achievement
	+ target setting - IEPs, or Provision Maps and EHCPs
	+ keeping accurate records
* Collect and interpret specialist assessment data to inform practice.
* Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
* Work with head teacher, teachers, phase leaders and other staff to ensure all pupils’ learning is of equal importance and that there are high and realistic expectations of pupils.
* Provide cover for class teachers.
* Deliver interventions.
* Plan and deliver, with regard for the school’s aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
* Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
* Make effective use of assessment information on pupils’ attainment and progress and in planning future lessons.
* Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
* Evaluate your own teaching critically to improve effectiveness.

**Monitoring, assessment, recording, reporting and accountability**

* Assess and record each pupil’s progress systematically with reference to the school’s current practice, including the social progress of each child and use the results to inform planning.
* Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
* Set regular, ambitious yet achievable targets for the children.
* Provide reports on individual progress to the Headteacher and parents as required.

**Leading and Managing**

* Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings.
* Lead on the performance management process for The Ark Team and Teaching Assistants.
* Advise on and contribute to the professional development of staff, including whole school INSET provision.
* Provide regular information to the Headteacher and governing body on the evaluation of SEND provision and the effective deployment of staff and resources.
* Exercise a key role in assisting the headteacher and governors with the strategic development of SEN policy / provision
* Advise the Headteacher and governing body of priorities for deployment of staff.
* Utilise resources to achieve maximum impact.
* Work with external agencies to maximise resources made available.
* Prepare bids for additional SEND funding.
* Attend SLT meetings.

**Other professional requirements**

* Co-ordinate all Annual Reviews and reviews of Provision Maps where appropriate and attend / chair when necessary.
* Liaise with Secondary schools regarding transition of Y6 pupils with SEND.
* Liaise with nursery settings and other primaries regarding new admissions with SEND.
* Support in-year transitions to Zaytouna.
* Support parents/carers with applications for EHC Plans, requests for placement in alternative provision/special school
* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
* Be aware of the need to take responsibility for your own professional development.
* Participate in duty rotas, including taking assemblies.
* Participate in the school’s arrangements for Performance Management and other professional development activities.
* Safeguard the health and safety of all children, including performing the role of a Designated Safeguarding Lead (DSL)

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Qualifications**  | * Degree
* Qualified Teacher Status
* Evidence, or intention to undertake, further professional development
* SENDCo qualification (desired)
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| **Teaching competencies & experience** | * Excellent classroom practitioner or potential to become an outstanding teacher
* Ability / willingness to work in other key stages in the future
* Able to articulate, and demonstrate, the characteristic features of an effective teacher
* Good understanding of how assessment is used.
* Clear understanding of effective techniques and policies for behaviour management
* An understanding of how safeguarding children works in practise
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| **Management competencies & experiences** | * Clear idea of how to manage teaching assistants
* The ability, proven or potential, to manage a subject and teachers
* The ability, proven or potential, to manage an extra- curricular activity
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| **Skills/Abilities** | * Promote the school’s aims positively, and use effective strategies to monitor motivation and moral
* Develop good relationships within a team
* Establish and develop good professional relationships with parents, governors and the community
* Communicate effectively (both orally and in writing) to a variety of audiences
* Create a happy, challenging and effective learning environment
* Use ICT effectively and creatively to enhance learning
* Committed to active parental involvement
* Self-motivated and shows initiative
* Works well as part of a team
* Shows a high level of enthusiasm, commitment and determination
* Is flexible and listens
* Is prepared to seek advice and support
* Resilient under pressure.
* Is approachable, caring and empathetic
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| **Personal Qualities** | * Must be willing to undertake training as required
* Must ensure confidentiality in respect of pupils and information
* Commitment to the highest standards of child protection and safeguarding
* Recognition of the importance of personal responsibility for health and safety
* Commitment to the Trust’s ethos, aims and whole community
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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**



**5 Application, Interview and Selection**

Any questions or queries should be directed to Joanne Robottom, Office Manager at Zaytouna Primary School, 500 London Road, Derby, DE24 8WH.

Email: joannerobottom@zaytounaprimary.co.uk.

Telephone: 01332 383379.

Closing date for applications: 9am Monday 28th February 2022.

**How to apply**

Please complete an electronic application form through our Trust website <http://www.transformtrust.co.uk/vacancies>

Closing date for applications: 9am Monday 28th February 2022.

Tours of the school are welcome, these will be on Tuesday 1st and Wednesday 2nd February at 4pm, please book your place by calling the office on 01332 383379.

Interviews to be held week commencing 7th March

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail if applicable.

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**6 Recruitment Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**5 Terms and Conditions**

Salary Salary will be up to £40,000 FTE per annum. Appointed salary will be determined according to the skills, experience and capability of the successful candidate.

Place of work Your base will be Transform Head Office Unit 11, Castlebridge Office Village, Nottingham, NG7 1LD. The nature of the role means you will be required to work at other sites including potentially longer-term assignments in a Trust school.

Hours Weekly hours are 37 per week. It is expected though that for a post at this level the post holder will be required to work the hours required to fulfil the necessary duties. Term time only working would be considered if requested. Salary will be pro-rated accordingly.

Annual leave Leave entitlement will be minimum of 27 days plus 8 Bank Holidays rising to a maximum of 34 days plus 8 Bank Holidays (dependent upon Local Government service).

Pension Local Government Pension Scheme from day one of service.



**7 Terms and Conditions**

Salary Main scale to UPS3 (£25,714.00 - £41,604.00 FTE) + TLR £2873.00

Actual salary £15,428.40 - £24,962.40 + TLR £1723.80

 Appointed salary will be determined according to the skills, experience and capability of the successful candidate.

Place of work Zaytouna Primary School, 500 London Road, Derby, DE24 8WH

Hours Part time 0.6 FTE, 3 days a week

Annual leave Teachers terms and conditions

Pension Teachers Pension