



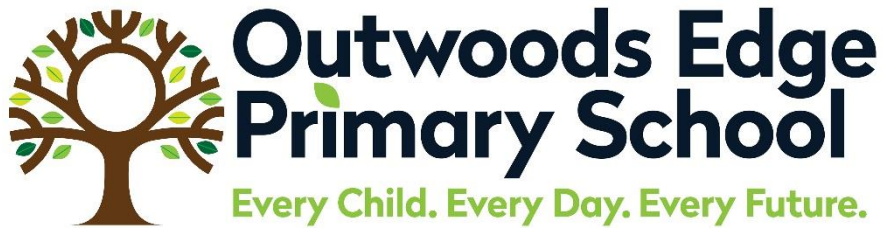
Outwoods Edge Primary School

SENDCo Candidate Information



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Welcome from Chair of Governors

Dear Applicant,

Thank you for expressing an interest in the position of SENDCo at Outwoods Edge Primary School.

Due to the promotion of our current SENDCo, the Governors wish to appoint a Special Educational Needs and Disabilities Coordinator with a proven track record of excellent classroom practice and leadership of SEND, who is also able to support, inspire and lead others as part of our Senior Leadership Team. The Governors have put together this information pack which we hope will answer your questions and inspire you to apply for this exciting role.

Outwoods Edge is a fantastic primary school in Loughborough, a university town between Leicester, Nottingham and Derby. We offer a caring and supportive environment where every child is valued and encouraged to be the best that they can be.

We are fortunate to have incredible staff in all areas of the school, who continually work hard to improve our school and the outcomes for our pupils.

Our Governors are dedicated to ensuring that Outwoods Edge continues to maintain its excellent reputation in the local area, and we are committed to ensuring we provide the challenge needed to ensure the focus and strategy of the school is developing in the correct way.

Our Governors are seeking to appoint a SENDCo who will share our values and ambition for the school and our pupils. If you are dedicated, knowledgeable and nurturing, committed to ensuring that every child achieves their very best, then we would love to hear from you.

We would encourage candidates to visit our school prior to applying – school visits will take place in accordance with our latest Risk Assessment and current Covid regulations. We look forward to meeting you.

Yours sincerely,

Emma Moore
Chair of Governors

Our Vision

Every Child Every Day Every Future

The school's ethos and values are encapsulated in our strapline; three features of the school that informs the way we work with the children and school family.

Outwoods Edge serves a diverse community and we recognise that children come to school with different needs, experiences and expectations. Every day in school is important to ensure that **every child** can develop a **love of learning** and a **belief in themselves** that they can succeed in the future.

One of our key goals is to ensure that children are equipped to continue this success at secondary school, and that they develop the ambition and drive to aim high when they look to the future.

Our ethos is underpinned by our strategy, which has been developed with six key areas in mind:



About Outwoods Edge

Outwoods Edge is a larger than average, happy primary school set on the outskirts of Loughborough in Leicestershire. We truly believe in our strapline – ‘**Every Child, Every Day, Every Future**’ – and we work hard to make sure that every day counts for every child. Our core values of **Kindness, Honesty, Empathy, Respect and Responsibility** permeate all that we do at school and are embedded in our ethos.

Our curriculum is designed to be engaging, challenging and fun and we expect the very best from all members of our school community – at Outwoods Edge, **effort is everything!** The school is particularly well known for its provision in creative subjects and for the range of extra-curricular activities offered.

The staff team is stable, settled, caring and hard-working; many of the staff have been at the school for a long period of time. Parents play a key role in the life of the school and are involved, in and supportive of, their children’s education.

We have two classes in each year group and the teaching teams work together to plan, deliver and assess their work. This ensures **consistency and equality of opportunity** across both classes. In addition to the teaching staff we have a valued and dedicated group of non-teaching staff who support the children’s learning.

The school became a single academy trust in 2012 and we are part of a collaborative group of nine schools in the local area. The Loughborough Primary Academy Partnership works together on joint activities such as curriculum development, monitoring, evaluation and quality assurance work. It is a dynamic group that seeks to improve the educational experience for children in Loughborough. Chairs of Governors, Headteachers, Deputy Headteachers, School Business Managers, SENDCos, Site Managers, English and EYFS leaders meet on a regular basis for school improvement, developing consistency and for support across the group.

We have an established Governing Body that offer a good mix of experience and skill. The board has a strong working relationship with the Headteacher, Senior Leadership Team and staff and are keen to ensure this will continue.

The school building is well maintained and kept by our Site Manager and we benefit from a large field and lots of space for outdoor learning, complete with a new all-weather track and well-developed outdoor play areas.



What we can offer the successful candidate

- A lively, vibrant and creative school with the success of its children at its heart.
- A school dedicated to developing the whole child through character education.
- Polite, well-behaved children who want to come to school to learn.
- A team committed to wellbeing for both pupils and staff
- Flexibility around full or part time working (minimum 0.6 FTE)
- A supportive Governing Body
- Dedicated office space
- A dedicated SENDCo network/support group within the Loughborough Primary Academy Partnership, who work collaboratively to ensure the success of all our schools.
- A clear and transparent recruitment process that will allow you to showcase your experience and potential.
- Feedback post interview, if required.



We would like a SENDCo who is...

- A teacher at heart, with a passion for education
- An excellent classroom practitioner and role model to staff
- Committed to every child achieving their very best, both academically and personally, regardless of barriers they may face
- A highly knowledgeable, motivated and strategic leader of SEND with high expectations of themselves and others
- Committed to setting and maintaining high standards of behaviour
- Committed to improving teaching and learning for SEND pupils through innovative practice, support and challenge
- Committed to working in partnership with Parents/Carers, Staff and outside agencies to provide the very best education and school experience for every child
- Open and approachable
- Committed to promoting the ethos and values of the school



Job description

SENDCo

Job Title: SENDCo

Salary: Main or Upper Pay Scale plus SEN Allowance (commensurate with experience)

Reports to: Headteacher

Main purpose

The SENDCo, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCo will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

Job description

SENDCo

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead training for staff as and when required
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Lead staff appraisals for named staff members
- Review staff performance on an ongoing basis

The SENDCo will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Person specification

SENDCo

		Essential	Desirable
	Education and Qualifications		
1	Qualified teacher status	✓	
	National Award for SEN Co-ordination, or a willingness to complete it within 2 years of appointment [note: this is a requirement under the SEND Code of Practice]	✓	
	Current enhanced DBS clearance	✓	
	Demonstrable commitment to continuing professional and personal development	✓	
	Experience		
1	Minimum of 3 years primary school teaching experience	✓	
	Experience of successful leadership in SEND	✓	
	Experience of creating support plans and securing funding for children requiring additional support	✓	
	Experience of working well in partnership with staff, Governors, children, parents and outside agencies	✓	
	Experience of contributing towards staff development		✓
	Experience of monitoring and evaluating standards of teaching and learning of SEND		✓
	Experience of the performance management process in the role of reviewer		✓
	Involvement in self-evaluation and development planning		✓
	Skills, Knowledge and Aptitudes		
1	Excellent classroom practitioner and role model	✓	
2	A good understanding of the needs of children from Foundation to Key Stage 2	✓	
3	Sound knowledge of the SEND Code of Practice	✓	
4	Understanding of what contributes towards 'quality first teaching' for SEND pupils	✓	
5	Knowledge of a range of effective intervention strategies, and experience of planning and evaluating them	✓	
6	Excellent communication skills, both orally and in writing	✓	
7	Able to plan, organise and prioritise with excellent record-keeping skills	✓	
8	Data analysis skills and the ability to use data to inform provision planning	✓	
9	Understanding of equal opportunities and able to put this into practice including the need to prepare pupils for life in a multicultural society	✓	
10	Excellent interpersonal skills and ability to build effective professional relationships with children, staff, Governors, parents and outside agencies	✓	
11	Sound, up-to-date knowledge of developments in education, teaching and learning, and best practice		✓



Person specification (continued)

SENDCo

		Essential	Desirable
	Personal qualities		
1	Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓	
2	Supports and promotes the ethos and values of the school	✓	
3	Empathetic and caring, relating well to children	✓	
4	Positive, reflective and resilient with drive, integrity, flexibility and a good sense of humour	✓	
5	Able to work independently and as part of a team	✓	
6	Ability to work under pressure and prioritise effectively	✓	
7	Commitment to valuing diversity	✓	



How to apply

Interested applicants are encouraged to visit the school and can make an appointment to visit by contacting Amy Kitson, our Headteacher, either via email akitson@oedge.net or by phoning 01509 216177. School visits will take place in accordance with our latest Risk Assessment and current Covid regulations.

We are looking for candidates to demonstrate how you meet the person specification in the application form, covering letter and through our interview activities.

The closing date for applications is **1:00pm on Monday 17th May 2020**.

As part of the interview process, we would like to visit applicants to see them teach in their own schools (if at all possible) or watch a video of them teaching if that is preferable (subject to necessary permissions and CV-19 restrictions). If neither of these options are possible, lessons can be arranged here at Outwoods Edge. Observations of teaching will be arranged between **Tuesday 18th and Friday 21st of May**, at a time to be arranged with shortlisted candidates. The interviews and further tasks will take place on **Wednesday 26th May**.

Outwoods Edge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.





**Thank you for
your interest**

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