

Show  
Respect

Anything  
<sup>is</sup>  
Possible

Extended Leadership Team

Special Educational Needs  
Coordinator  
KS3 to KS5

Required from  
Summer or Easter 2025

Recruitment Pack

Accept  
Responsibility

Build  
Resilience

## Message from the Headteacher

Thank you for expressing an interest in this post at Ashby School. Ashby is a school with a proud history and a strong position in the local community; where students are delighted to learn, and staff are excited to work.

Ashby School has recently completed age-range change and now provides a through education for student from Years 7 to 11 alongside our excellent Ashby Sixth form which welcomes students from a range of local schools. We are thrilled that this development has allowed us to increase our engagement in our local community and believe all our students benefit from this change.



Part of the LiFE Multi-academy Trust, our School and Sixth form pride themselves on putting students at their heart. We want all our students to be happy and successful and are committed to ensuring that all students fulfil their academic potential. However, at Ashby, we realise that academic success is only a part of our role as educators. We offer our students a range of opportunities to enable them to embrace our core values; to 'Show Respect'; 'Accept Responsibility' and 'Build Resilience' to prepare them for their successful futures. We were delighted to see our approach to this work and the results of our recent improvement and innovation reflected so positively in our OfSTED inspection in January 2024 where we were judged to be a good school with a good sixth form provision.

Ashby is also a school built on the power of its staff. We have a great team of professionals, with exceptional subject knowledge, who enthuse students about the subjects they love. Ashby School also takes huge pride in growing the professionals of the future; working closely with a range of local ITT providers, as well as utilising professional development opportunities both within and beyond the MAT to ensure that investing in our staff is a key feature in our improvement strategy. This is evidenced by so many of our staff staying at Ashby year after year with several growing from their NQT year into Senior Leadership positions and giving back to their school community through the work they do.



Such investment in staff is also indicative of our willingness to work with those we employ. We know that through a career, things change, and new challenges arise. We are proud of the work that we do with staff to ensure that we can find ways to adapt to need and, as such, this post is offered alongside a willingness to discuss flexible working approaches.

We look forward to your application and showing you that 'Anything is Possible' in such an innovative and exciting setting!

Dr Jude Mellor

## Our Ethos

### *'Empowered to Learn'*

We want every student to have the support they need to succeed, while recognising that success looks different for every student. We also appreciate that students need to learn to be empowered; it is this ethos that underpins our commitment to develop the whole child both within and beyond the classroom.

### *'Anything is Possible'*

Society is evolving rapidly which makes the future possibilities endlessly exciting for our students. We want them to embrace these opportunities, develop the skills they need to navigate the challenges ahead and embody our ethos that 'Anything is Possible'.

Our staff go the extra mile every day. Alongside our academic successes, we believe in creating a school community that reflects the kind of society in which we want to live.

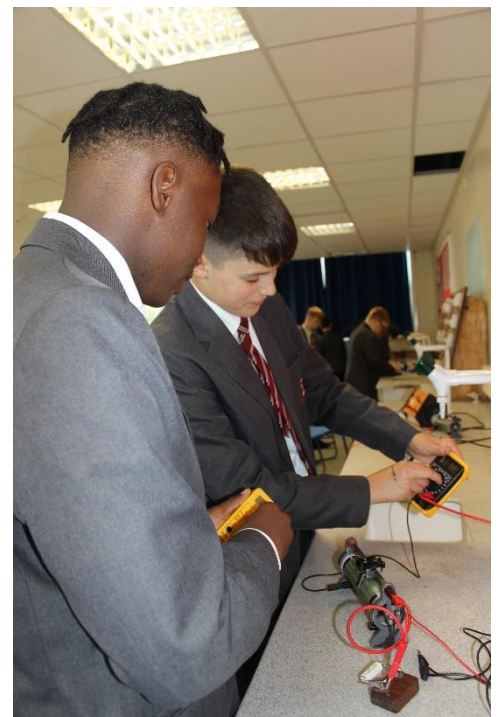
We seek to embed these in all we do as embodied by our innovative and unique Empowering to Learn curriculum at the heart of our Key Stage 3 provision.

## Our Student Experience

Our Key Stage 3 curriculum provides a broad and balanced experience for our students meeting the National Curriculum requirements alongside our own Empowered to Learn curriculum which invests in our young people by growing skills for life. The result is a varied curriculum delivered in fantastic facilities that supports progression to Key Stage 4 and beyond.

Our Key Stage 4 curriculum incorporates a broad and balanced offer that is flexible enough to meet the needs of our individual students and best supports both achievement and progression to further education be that within our own Sixth Form or beyond.

Ashby Sixth Form provides a wide range of qualifications for students who have studied in our own Key Stage 3 & 4 but also welcomes half its students from schools from the broader locality. Providing the broadest curriculum offer in North West Leicestershire, students' progress from our Sixth Form into Apprenticeships, employability and university equipped with the qualifications, skills and experiences to make them successful, whatever path they choose.



## Our Pastoral Support

Our year groups are led by a pastoral Year Team Leader and supported by Assistant Key Stage Leaders and administrative staff as well as staff focussed on supporting our Looked After Children and those in receipt of Pupil Premium.

Our dedicated Inclusion support includes:

- The LINC Learning and Inclusion Centre where our dedicated team of Teaching and Learning Support Assistants work with students with Special Educational Needs in both classroom settings and intervention groups.
- Our students focussed well-being provision.
- The Gateway, an on-site Alternative Provision supporting students who find mainstream learning more challenging through facilitating a range of hybrid learning models.

### **Our Curriculum & Learning Support**

We support our students' learning through a range of staff positions including:

- Our Teaching Assistants who support individual and small groups of students with a range of learning needs
- Our cover supervision team who work with students in the event of staff absence to maintain learning.
- Our library team who support our students to open their minds through reading
- Our technicians who work in our practical subjects to both support and facilitate learning in a student facing way.
- Our administrative support who ensure the smooth running of our school
- Our data team who support tracking and intervention of student progress

### **Our Premises, Catering and Cleaning Team**

We strongly believe that where we create the right environment for learning, our students have the best possible chance of success. We do this through investment in our premises, catering and cleaning teams all supported by our housekeepers. All these individuals are key to creating ownership of our learning spaces so all staff can tangibly contribute to our students' progress.

### **Our Staff Wellbeing Initiatives**

- Presumed Professionalism
- Weekly check-in for staff to feedback what is going well and what needs to improve
- Staff make weekly nominations of staff who have gone above and beyond. This is celebrated in whole school weekly briefing
- Monthly wellbeing activities
- Staff football and book club
- Staff able to use fitness suite
- Wellbeing working group established & posters promoting support
- Secret buddy initiative in place (over 20 staff taking part)
- Staff to staff postcards
- Employee Assistance Program
- Menopause Policy / Leave of Absence Policy / Flexible Working Policy
- Wellbeing e-mail up and running to reduce your inbox plus E-Mail restrictions (7am-7pm)
- Weekly staff challenges
- Half-termly whole school breakfasts / treats
- Staff Social Events
- Free tea, coffee & milk
- Long service awards

## Special Educational Needs Coordinator

**L8 – L12; £59167 - £65286**

Ashby School sits at the heart of its community and has a passion to support its students to their best possible futures. This role works within that ethos to ensure our learners with additional needs are offered the equity of access to support them at the highest possible level.

Ashby is a school with a strong reputation and a long history within the area it serves. Now renewed through age range change as an 11-18 provider with a vibrant, there has never been a more exciting time to be joining our school. The school has invested significantly in both new technologies and the school buildings in recent years and provides students with outstanding opportunities and facilities across the curriculum.

This post offers an opportunity to lead a high-priority area for Ashby School as part of the Extended Leadership Team. In addition, you will have opportunities to be part of our LiFE Multi-Academy Trust SENDCo network, receive an abundance of CPD opportunity through a national SEND network as part of the Whole Education SEND programme, and have the opportunity to take part in peer reviews across our trust.

As we know how important it is to get a feel for a school you are considering working in, we are offering 2 tour opportunities to support applications to this post. These will be held on:

- Monday 13<sup>th</sup> January at 2:30pm
- Tuesday 14<sup>th</sup> January at 8:15am

Please register for these events via [recruitment@ashbyschool.org.uk](mailto:recruitment@ashbyschool.org.uk)

### How to Apply

We hope that, after getting a flavour of our very special school, you will want to apply to join us. If there is any further logistical information you wish to know, please do not hesitate to ask by emailing [recruitment@ashbyschool.org.uk](mailto:recruitment@ashbyschool.org.uk)

#### To apply you need to:

1. Complete the Application Form and Monitoring Form via [www.eteach.com](http://www.eteach.com)
2. Write a letter of application, outlining:
  - a. How your skills and experience make you highly qualified for this role.
  - b. Your vision for SEND and how you will bring this to life at both Ashby School and as part of the wider work of the trust.

***Closing date for applications Monday 20<sup>th</sup> January 2025 at 9.00am***

*Interviews will be held week beginning 27<sup>th</sup> January 2025.*

*At LiFE Multi Academy Trust and Ashby school we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds.*

*LiFE Multi Academy Trust and Ashby school are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

## Job Description

**Job Title:** SENDCo (Senior Leadership Team)

**Grade:** L8-12 £59167 - £65286

**Responsible to:** Headteacher

**Location:** Ashby School

### JOB PURPOSE

The SENDCO, under the direction of the Headteacher, will:

- Determine and lead the strategic development of special educational needs (SEN) policy and provision in the school.
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEND.
- Provide training and professional guidance to colleagues, working closely with staff, parents/carers and other agencies.
- Embed safeguarding and inclusion principles at the heart of all practice.
- Co-ordinate the effective administration of all SEND paperwork associated with Annual Reviews/ PEPs/CIN/LAC meetings.
- Co-ordinate effective liaison with Local Authorities and outside agencies with regards to SEND matters.
- Attend SEND meetings and effectively disseminate SEND information to all stakeholders throughout the school.

### DUTIES AND RESPONSIBILITIES

#### Strategic development of SEND policy and provision:

- Have a strategic overview of provision for students with SEND across the school, working within the SLT to design, monitor and review the quality of provision.
- Contribute to school self-evaluation and the school development plan, with responsibility for driving improvements in SEND provision for students.
- Ensure the SEND policy and local offer is in place and 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 lead changes to make funding use more effective (e.g., EHCP and Top Up funding).

#### Operation of the SEND policy and co-ordination of provision:

- Maintain an accurate SEND register and provision map.
- Contribute to the admissions criteria, admissions process and induction process of new students to the school.
- Provide guidance to colleagues on teaching pupils with SEND and advise on the
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment and line management of staff.
- Be aware of the provision in the local offer and publish this information to stakeholders.

- Work with other schools, educational psychologists, therapists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Assess and analyse the assessment data for students with SEND.
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.

#### **Support for students with SEND:**

- Co-ordinate provision that meets the students' needs and monitor its effectiveness.
- Secure relevant services for the students.
- Co-ordinate SEND administration to ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents/carers, the student and other relevant agencies.
- Co-ordinate SEND administration to ensure effective and timely communication with parents or carers.
- Co-ordinate SEND administration to ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

#### **Leadership and management:**

- Work with the Headteacher as a member of SLT 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 School are required to publish.
- Contribute to the school development plan and production of SEND policy.
- Identify training needs for staff and work with the T&L lead to assign appropriate professional development across the school community.
- Lead INSET for staff on SEND.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's vision, curriculum intent and SEND policy and promote good outcomes for all students.
- Lead and manage teaching assistants/HLTAs in order to co-ordinate effective support for students.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.

## Person Specification

**Job Title:** SENDCO

**Grade:** L8-L12

	Essential	Desirable
<p><b>Qualifications &amp; training:</b></p> <p>Qualified teacher status [note this is a requirement under the SEND Code of Practice]</p> <p>National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice]</p> <p>Relevant Degree</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience:</b></p> <p>Teaching experience</p> <p>Experience of working at a whole-school level</p> <p>Involvement in self-evaluation and development planning</p> <p>Experience of conducting training/leading INSET</p> <p>Experience of line managing staff</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Skills &amp; Knowledge:</b></p> <p>Sound knowledge of the SEND Code of Practice</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</p> <p>Ability to plan and evaluate interventions</p> <p>Data analysis skills, and the ability to use data to inform provision planning</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Good record-keeping skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>Personal qualities:</b></p> <p>Commitment to getting the best outcomes for students and promoting the ethos and values of the school</p> <p>Commitment to inclusive education, equal opportunities and securing good outcomes for students with SEN or a disability</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Developing and delivering long-term maintenance programmes.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Additional Requirements</b></p> <p>Enthusiasm for working as part of the wider-trust SENCO network.</p>	<p>✓</p>	