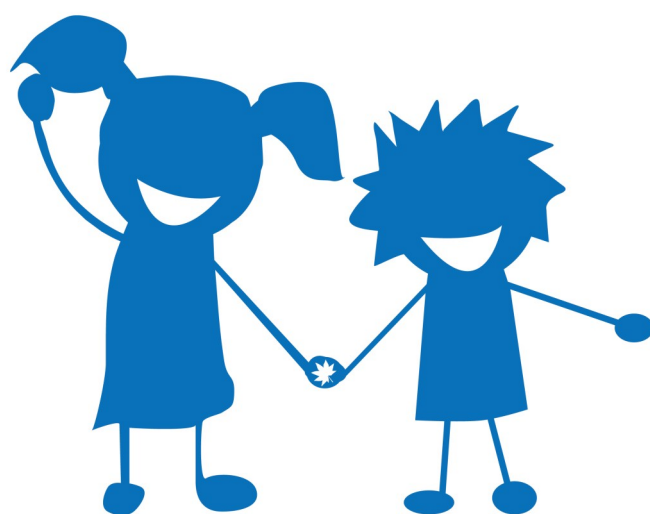




Myatt Garden Primary School

SENCO

Applicant Information Pack



Head Teacher's Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. I have been proud to be part of the Myatt Garden community for over 20 years and as a Head Teacher since 2014.

I am excited at the opportunity presented by appointing a new Special Educational Needs Coordinator. Myatt Garden has a long tradition as a creative school, where all children are offered a rich curriculum that engages them as active participants in experiential learning and supports them to be successful.

We strive to ensure that all children, including those with SEND can, and do, make progress. To this end, teachers focus on how they can support children by making Myatt Garden as inclusive as possible. Using a range of teaching strategies, we are constantly striving to break down barriers to learning, ensuring all children are able to access the opportunities on offer and make progress.

Staff are our most valuable resource and it is the people in our organisation that make the difference each and every day. It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

We are passionate about learning and are excited about welcoming a new dynamic team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

Sally Williams



A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 393 children on roll, including 48 children in our nursery. The school serves a very diverse community with our pupil premium children making up 20% of our roll and 56% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens

“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education.

Our last Ofsted inspection was in February 2025 where we remained a good school. The report stated ‘This is a true community school. The school builds warm and supportive relationships with pupils and their families. Pupils are well cared for. One parent, reflecting the views of many, said, ‘Children are at the heart of this school.’ Pupils feel secure and can take risks.’

SEND at Myatt Garden

Our school, like all schools, have needed to address the increasing number of children with additional needs in our school. We therefore need to ensure our staff have the skills to manage these demands.

This year, SEND provision has been a key priority on our School Improvement Plan. We have worked closely with the Lewisham SEND advisory services and outreach services to provide a wide range of SEND CPD, with a particular focus on adaptations in class. We know that our Quality First Teaching needs to allow all children are included and be successful.



Our recent Ofsted (Feb 2025) noted 'The school effectively identifies and meets the needs of pupils with special educational needs and/or disabilities (SEND). Staff take account of how individual pupils want to be supported. They help pupils with SEND to be successful in the school environment. For example, they ensure that pupils can communicate effectively and well.'





Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs the decisions we make.

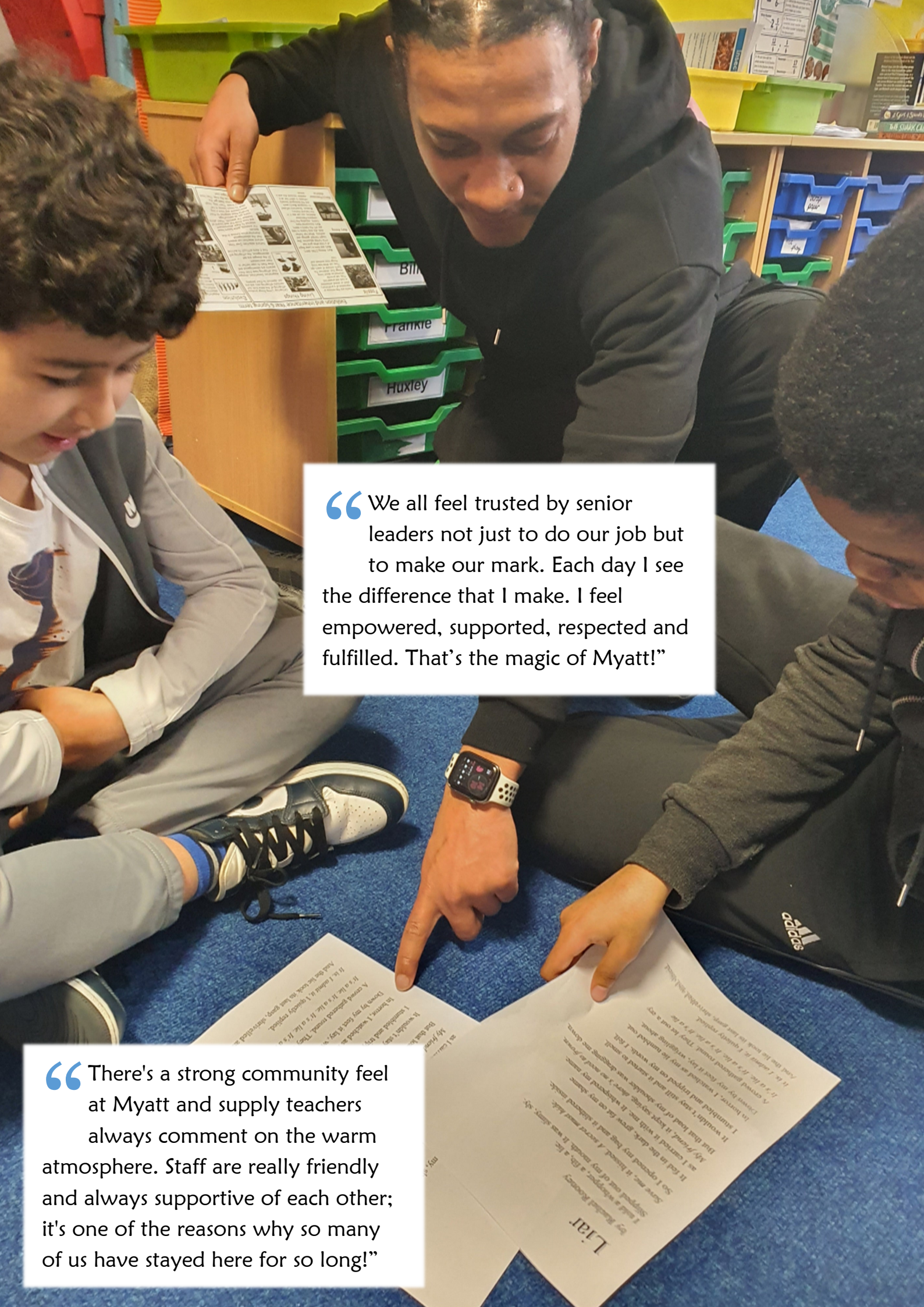
Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
- ◆ Respectful, kind and eager pupils who love learning
- ◆ An approachable, flexible and compassionate senior leadership team
- ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
- ◆ Excellent CPD opportunities and mentoring
- ◆ Staff wellbeing committee and mental health champions
- ◆ Free tea and coffee in the regularly stocked staff room
- ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

Job Summary

Myatt Garden is looking for a passionate and dynamic SENCO to join our dynamic team. We strongly believe in providing a nurturing and inclusive environment for all of our pupils including with special educational needs and disabilities. As a member of the senior leadership team, the SENCO will play a vital role in ensuring this.

This is a part-time role, working 3 days a week either Monday to Wednesday or Wednesday to Friday. The role attracts a TLR 2 payment of £5,640 pro rata.

The successful candidate must be available to start in **September 2025**.

We know that the best way to get a true feel for our school and what we are like at Myatt Garden is by visiting us.

We strongly encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk to arrange a visit.

We welcome applications from people from all sections of our wider community. The closing date for all applications is **9am Tuesday 20th May 2025**.



Job Description

Job Title	Special Educational Needs Coordinator
Pay Grade	Main Pay Range / Upper Pay Scale + TLR
School	Myatt Garden Primary School
Responsible to	Head Teacher
Responsible for:	Well-being and progress of SEN pupils

MAIN PURPOSE OF JOB

The SENCO, under the direction of the head teacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN 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 SENCO will be a member of the senior leadership team and will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

KEY RESPONSIBILITIES

Strategic development of SEN 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 SEN 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 SEN 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 SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Manage the SEN budget and contribute to the effective management of the notional SEN funding.
- 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 SEN, and evaluate their effectiveness

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 head teacher 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 INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage learning assistants working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports

Other areas of responsibility

To work closely with the DSL and Learning Mentor to monitor and plan for vulnerable pupils

A willingness to be part of the school's Safeguarding Team

The SENCO 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 SENCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the Council's Equal Opportunities Policies and statutory responsibilities.

Person Specification

Qualifications & Training	Essential	Desirable
	• Qualified teacher status • Degree level education	• National Award for SEN Co-ordination, or a commitment to complete it within 3 years of appointment
Experience	• Successful teaching experience across the primary age range • Working with children from a variety of social backgrounds • Experience of working at a whole school level • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Experience of line-managing staff	• Experience in leading SEND provision, including identification of pupils needs, monitoring and evaluation pupil achievement • Key involvement in the evaluation and prioritisation of elements in the School Improvement Plan • Mentoring or coaching colleagues • Performance management of teachers/support staff • Managing a budget

Knowledge and Understanding	• Sound knowledge of the SEND Code of Practice and its implications • Understanding of current initiatives that relate to our SEND provision • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Equality of opportunity issues and how they can be addressed in schools • Safeguarding issues and procedures	• Monitoring and assessment across a key stage • Using current national education agenda
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	Essential	Desirable
Skills	♦ Proven ability to lead teams and school improvement projects ♦ Ability to plan, implement and evaluate interventions ♦ Data analysis skills, and the ability to use data to inform provision planning ♦ Effective communication and interpersonal skills ♦ Use ICT extensively with confidence and enthusiasm ♦ Support the work of colleagues and promote staff development ♦ Able to work effectively under pressure, to prioritise appropriately and to meet deadlines ♦ Ability to work under pressure and prioritise effectively ♦ Ability to demonstrate a caring and nurturing attitude whilst maintaining professional boundaries	Confidence, clarity and decisiveness in making and carrying out decisions Ability to build effective working relationships, influence and negotiate Good record keeping skills
Disposition and Motivation	Commitment to the values and ethos of our school Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality High expectations for self and others	Willingness to become involved in all aspects of school life

Selection Process



To apply for this role please complete the accompanying application form and submit this via email to recruitment@myattgarden.lewisham.sch.uk or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by 9am Tuesday 20th May 2025.

Shortlisting

Applications will be shortlisted by the panel on Tuesday 20th May

Myatt Garden is an inclusive school and as part of our Anti-Racist agenda all applications will undergo blind shortlisting.

All shortlisted candidates will be contacted via email or telephone by **5pm Tuesday 20th May 2025**.

Interviews

Interviews will be held on **Thursday 22nd May 2025**.

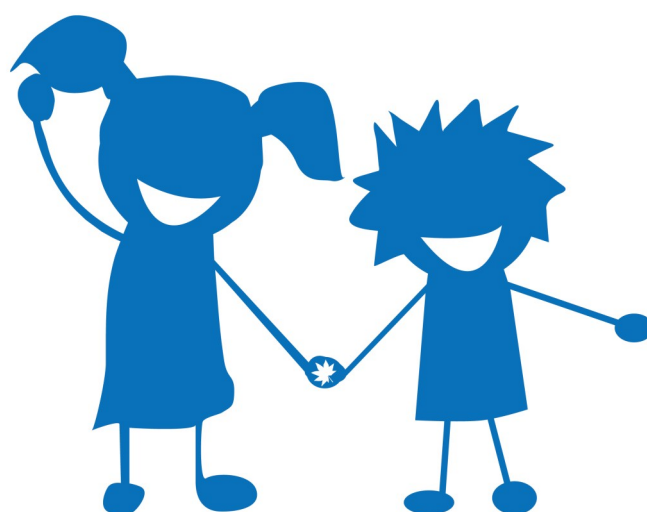
Appointment

The successful candidate would be expected to start in **September 2025**.

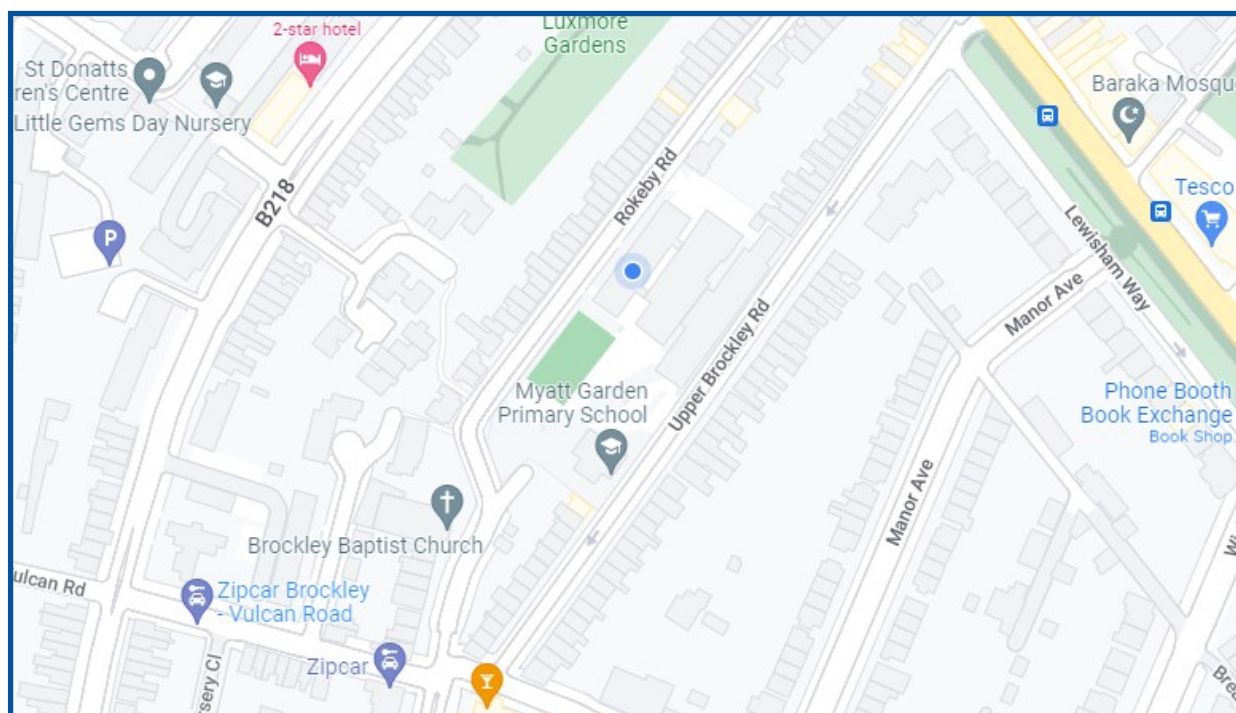
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk.



Myatt Garden Primary School



Telephone

020 8691 0611

Email

recruitment@myattgarden.lewisham.sch.uk

Address

Rokeby Road, London SE4 1DF