

# SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO)

## Information Pack

**Salary: L1 - L7**



**Application closing: 1st December 2023**

**Interview Date: 8th December 2023**

# Contents

- **Welcome letter - Page 1**
- **Additional Information - Page 2**
- **What we offer - Page 3**
- **Who we are looking for - Page 3**
- **How to apply - Page 4**
- **Job Description & Person Specification - Pages 5-7**
- **Contact Details - Page 8**



# Welcome Letter

**Dear Applicant,**

Thank you for looking at our advertisement for the position of a Special Educational Needs Co-Ordinator (SENCO). I hope that you will find this information pack helpful. If you would like to learn more about our schools' partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so you can see first-hand what we do and how we work.

Orchard, Southwold, and Hoxton Garden Primary Schools are based in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. We have a joint pupil roll of around 1,350 pupils. We provide a rich curriculum and a no-excuses culture for low standards. All three schools hold the Inclusion Quality Mark Centre of Excellence or Flagship status as a result of the high-quality provision for pupils with SEND. Because of this, our pupils achieve well above national averages regardless of their starting points and Ofsted have been full of praise for our provision.

We have a joint Governing Body and strong links to our Local Authority.

Each school has its own leadership team who work together with the common aim of giving children the very best. We have a skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet regularly to share expertise with common systems and a shared curriculum.

We are looking to recruit a Special Educational Needs Co-Ordinator (SENCO) to join our team. First and foremost we are looking for a dynamic and confident person who has the passion, energy, skills, and knowledge to make a difference.

This post will be based on one site but also involve working with staff across the partnership alongside our Deputy Headteachers and SENCO's who are based on our other school sites. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously. As well as experienced specialists we are also interested in hearing from excellent teachers who can demonstrate impact on the practice of others and who have a passion for developing provision for SEND pupils.

We would support successful applicants in attaining the SENCO qualification. If you are hardworking, have the energy and the drive to want to make a difference then we very much look forward to hearing from you.

**Rachel Davie**  
**Executive Headteacher**

## Additional Information

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

References will be sought for short listed candidates prior to the interview dates.

Should you have any queries or would like to arrange to visit our schools please contact our Communications Manager via email:

**Email - [communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)**

We look forward to receiving your application!



## Deadline: 1st December 2023





## What we offer

### You will be provided with:

- A genuine opportunity to make a difference in a diverse community school committed to inclusion.
- High-quality CPD to ensure that you are successful, including enrolment on the SENCO qualification if not yet achieved.
- An experienced, committed, and ambitious team to support you.
- An established partnership of well-resourced and well-run schools.
- A fantastic community of parents and children who deserve the best.
- Opportunities to work with the support of colleagues across the three schools in the partnership.

## Who we are looking for

### In particular, we are looking for someone who:

- Is a great teacher with very high expectations of what can be achieved and a proven track record in raising pupil attainment.
- Has high expectations of all groups of children no matter what challenges they may face.
- Is determined, resilient, and able to manage a complex workload.
- Understands what high standards look like and how to attain them.
- Can effectively coach, mentor, and lead others.
- Is a strong communicator, able to work as a member of a dynamic school team, and represents the school to external partners and stakeholders.
- Has a passion and interest in the education of pupils with additional needs.

# How to apply



## Job description & person specification

Read the job description and person specification carefully

01



## Application Form

Complete the application form either electronically or print it off and hand write it

02



## Supporting statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



## Teaching History

Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you are currently working with (if applicable)

04



## Send Application Form

Send your completed application via email or post to:

- **Email**

Ms Rachel Davie [communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)

- **Post**

Ms Rachel Davie  
Recruitment  
c/o Southwold Primary School  
Detmold Road  
London  
E5 9NL

05

# Job Description & Person Specification

**Salary Grade:**

L1 - L7

**Responsible to:**

The Headteacher

**Main Duties and Responsibilities:**

The current School Teachers' Pay and Conditions document describes duties that are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed satisfactorily. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

**Essential Qualifications:**

- Educated to at least a degree level
- Qualified teacher status

**Experience:**

- At least three years experience of successful teaching in a multicultural inner-city environment, ideally in more than one year group and/or phase.

**Teaching & Learning:**

- Undertake the teaching of the pupils in line with whole school need.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching and modelling.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining SEND achievement, meeting the process of teaching and learning in accordance with agreed policies and guidelines.
- Ensure consistency in high-quality personalised provision for pupils with an EHCP and those with IEPs to ensure progress from starting points.
- Monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium-term planning and scrutiny of pupils' work.
- Review short and long-term planning to ensure coverage, progression and a range of learning experiences for SEND pupils.
- Contribute to continuous school improvement and innovation including strategic plans to support the improvement of teaching.
- Ensure consistency in high expectations across phases by sharing best practice and impact on areas of development.

### **Recording and Assessment:**

- Actively contribute to and impact on school self-evaluation and the school development plan.
- Monitor and evaluate pupil achievement and attainment, identifying areas for improvement and impacting upon these.
- Liaise closely with all staff to ensure continuity and progression across the age and ability range.
- Be responsible for Annual/Transition Reviews and write, monitor, evaluate and review Individual Education Plans.

### **Leadership:**

- Oversee the organisation and management of inclusion, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered. Contribute to establishing the core values of the school and their practical expression.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Mentor and support staff to meet personal and professional targets, ensuring a positive impact on pupil provision.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom, including that of the school learning environment.
- Support the Headteacher and Deputy Headteacher in providing a clear direction for the development of the school.
- Attend SLT meetings as required, and contribute to management decisions on all aspects of policy, development and organisation.
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole-school policies which promote the school's values, aims and objectives.
- Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.
- Uphold the school's behaviour code and uniform regulations.
- Monitor the standards of behaviour and achievement, intervening and supporting where necessary.
- Liaise with the Governors, when appropriate, to facilitate their overview of inclusion across the school, including pupil progress.



**People and relationships:**

- Sustain effective, positive relationships with all staff, pupils, parents, governors and the local community.
- Document and record meetings with parents which address both pastoral and academic concerns.
- Demonstrate a timely response through action in response to parental concerns.
- Take responsibility for the pastoral care of pupils, including involvement in child protection and contact with external agencies when necessary.
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
- Manage and develop effective working relationships with Headteacher and senior managers in the school.
- Contribute to effective communication across the school community.

**Human and material resources and their development and deployment:**

- Lead the professional development of all staff through example, coaching peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff and for trainee teachers.
- Demonstrate clarity over forthcoming calendar events and plan ahead, taking the needs of the school into consideration and ensuring clear and timely communication.
- Other duties as reasonably requested by the Headteacher.

**Ethics and professional conduct:**

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways that exploit their position, pupils' vulnerability or might lead pupils to break the law.

SENCOs are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

## Contact Details



**Email:**

[communications@vs.hackney.sch.uk](mailto:communications@vs.hackney.sch.uk)



**Post**

Communications Manager  
Southwold Primary School  
Detmold Road  
London  
E5 9NL



Southwold Primary School  
Detmold Road  
London  
E5 9NL



Orchard Primary School  
Holcroft Road  
London  
E9 7BB



Hoxton Garden Primary School  
Ivy Street  
London  
N1 5JD



[southwold.hackney.sch.uk](http://southwold.hackney.sch.uk)



[@SchoolSouthwold](https://twitter.com/SchoolSouthwold)



[@SouthwoldSchool](https://www.facebook.com/SouthwoldSchool)



[orchard.hackney.sch.uk](http://orchard.hackney.sch.uk)



[@Primary\\_Orchard](https://twitter.com/Primary_Orchard)



[@OrchardPrimary](https://www.facebook.com/OrchardPrimary)



[hoxtongarden.hackney.sch.uk](http://hoxtongarden.hackney.sch.uk)



[@HoxtonGarden](https://twitter.com/HoxtonGarden)



[@HoxtonGarden](https://www.facebook.com/HoxtonGarden)