**St Joseph’s Infant and CE Junior Schools**

Special Educational Needs Coordinator

**Job Application Pack**



**Special Needs Coordinator**

**Salary**: M6 –UPR 2, plus SEN allowance £2287

**Contract type**: Permanent 4 days a week - 0.8 (flexibility to hours can be discussed at interview)

**Qualifications required**: Qualified Teacher Status (QTS) and hold or willing to achieve the National Award for Special Educational Needs Coordination (NASENCO)

**Closing date**: Tuesday 7th January 2025

**Interview date**: Tuesday 14th January 2025

Candidates shortlisted for interview will be notified on Wednesday 8th January 2025

Visits are welcome and we do urge anyone interested to come and meet us. Visits can be arranged by contacting **Mrs O’Donovan, Office Manager on** [office@stjosephscejunior.school](mailto:office@stjosephscejunior.school)

The Governors and Leadership Team of St Joseph's Infant and Junior Schools are looking for an enthusiastic and committed Special Educational Needs Coordinator to join our schools.

Our core purpose is to improve outcomes and opportunities for the children in our community and we are looking for a SENCo with a determination to make a difference to help our children flourish during their time with us.

**What we are looking for in our new SENCo:**

* Commitment to the vision and values of the schools
* Commitment to nurturing and inspiring every child to their potential
* Commitment to growing in their practice; willing to try new things and learn with us as we explore how we better enable every child to flourish
* Commitment to working with the staff team to realise this vision in our community
* Commitment to the safeguarding and welfare of all pupils
* A sound knowledge of the SEND Code of Practice
* A keen interest in SEND matters and ongoing professional development?

**We can offer you**:

* A happy school team who will share your enthusiasm
* Experienced and approachable leaders who will support you and your professional development
* Commitment to supporting you to find a work, life balance
* Opportunity to join a great in 2 schools
* A kind, caring ethos that puts children at the heart of everything we do

**Key Responsibilities:**

* Inspire inclusive practice and to ensure the best possible outcomes for pupils with SEND
* Work with the headteacher and governing body to ensure that the St Joseph’s schools meet its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements including providing a SEND perspective within the senior leadership team; including reviewing and writing appropriate policies
* Overseeing the day-to-day operation of the school’s SEND policy; including maintaining the setting’s SEN register
* Ensure effective systems for identifying SEND and assessing and reviewing SEND provision are in place; including creating and monitoring additional needs plans, provision maps with staff and as necessary, prepare applications for Education, Health and Care Plans (EHCPs), monitor and review provision and co-ordinate and attend annual reviews
* Co-ordinate and monitor the impact of provision for pupils with SEND; supporting target setting for pupils with SEND, collecting and interpreting specialist assessment and performance data and share with other staff, Headteacher and Governors as appropriate
* Advise the school’s staff on the graduated approach and evidence based, best practice strategies and interventions to ensure that all pupils with SEND in their classes make progress, as well as ensuring the social and emotional wellbeing of their pupils
* Support staff in further assessment of a pupil’s particular strengths and weaknesses, in problem solving and advising on the effective implementation of support
* Support the professional development of the school’s staff; ensuring all staff recognise and fulfil their statutory responsibilities to pupils with SEND
* Ensure that the records of all pupils with SEND are accurately maintained; reviewing and monitoring school systems
* Advise the senior leadership team on the deployment of the school’s delegated SEN notional budget and other resources to meet pupils’ needs effectively
* Support the efficient/effective deployment of staff and resources; including supervision of

support staff

* Liaise with: parents of pupils with SEND and other agencies to support the development and learning of children with SEND and a successful transition to their next phase

**Key Knowledge, Skills and Experience:**

* Qualified Teacher Status - essential
* Teaching experience in a relevant setting with evidence of delivering high quality inclusive teaching and learning
* Strong commitment to raising educational attainment for pupils with SEND
* Up-to-date knowledge on identifying and support pupils with SEND
* Understanding of evidence based, best practice strategies and interventions to improve access to all lessons for pupils with SEND
* National Award for Special Educational Needs Coordination (NASENCO) or ability and willingness to achieve the qualification within 3 years of undertaking the role; a willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments – essential
* Excellent, effective communication skills; oral and written
* Ability to build and maintain good productive working relationships with colleagues
* Good coaching, influencing and negotiating skills that demonstrate empathy and emotional intelligence;
* Ability to assess, analyse and problem solve and actively contribute to raising performance of pupils with SEND
* Good organisation and time management skills
* Ability to quality assure provision including carrying out effective lesson observations
* Understanding of budgets including budget monitoring, costed provision mapping and deployment of the SEN notional budgets
* Ability to effectively allocate resources including additional adults to support pupils with SEND to achieve best outcomes
* Ability to motivate and inspire confidence in pupils, staff, parents and the wider community in order to further develop and promote the school.
* ICT and its effective use as a management tool as well as across the curriculum to enhance teaching and learning

**Safeguarding:**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service) check (<http://www.gov.uk/disclosure-barring> service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

**Additional Information:**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Successful candidates will also be subject to two full references from previous employers (or equivalent if this is your first job).

If you wish to apply for this position, please complete the attached application form. Please note we do not accept CV’s. Please write a personal statement as part of the application stating your suitability for the rule and any previous experiences you have that would support your application.

Please forward applications to [office@stjosephsinfant.school](mailto:office@stjosephsinfant.school)