



Job Application Pack

**SENDCo & Teacher**

Mainscale M1 – M6 + TLR2a

## Letter from The Head Teacher

Dear Applicant,

Thank you for your interest in joining Birklands Primary School's dedicated, driven and supportive staff team. The successful candidate will be a valued member of the teaching team.

We are looking for a forward thinking, dynamic, innovator who is excited by the challenge ahead and committed to improving the life chances of the young people we serve. An interest in research informed practice is a must for us too, especially as we are part of the Visible Learning programme.

Birklands Primary School is part of Nova Education Trust. We are incredibly proud to be part of the Trust and are committed to providing high quality education for all our children and their families.

Birklands Primary School is situated between Nottingham and Sheffield in the market town of Warsop. It is easily accessed from Mansfield, via the M1, A60 and A614.

The ethos of the school is centred upon the mantra "Work Hard – Be Kind". This mantra epitomises the entire staff's genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of "Work Hard" values that we teach directly to ensure our pupils consciously become the best learners they can be, alongside our pupil generated Outstanding Attitude to Learning charter. Our "Be Kind" values – give pupils 'ways of being' rather than 'rules to follow' when interacting with others. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them. The role of each class teacher is vital in order to successfully achieve the shared aims of the school community.

Visits to the school are warmly welcomed.

The successful candidate will be offered appropriate levels of support through our highly regarded Multi Academy Trust and mentoring from a range of experienced school leaders. Applicants should provide a letter of application outlining:

- What you can bring to our dedicated, driven and determined team
- Your strengths in regards to SEND and teaching and learning
- Relevant experience
- What you see are the key issues facing education at the moment and how you might address these
- What you believe effective SEND provision looks like

A completed application form should also be submitted with the letter. Applications for this post must be submitted by 12.00pm on Friday 3<sup>rd</sup> February 2023. It is anticipated that interviews will be during the week commencing 6<sup>th</sup> February 2023.

Kind Regards,

Vanessa Farr

Head Teacher

## **Vacancy Details**

We would love to hear from you if you see yourself as a practitioner who is:

- of the belief that all children can achieve and putting in the correct support is key
- dedicated to working as part of a team and supporting the team to achieve
- a passionate teacher who motivates and excites the children to learn able to use formative and summative assessment to shape the curriculum delivery
- able to provide strategic SEND direction
- can track progress and success
- a confident communicator with pupils, colleagues and parent/carers
- experienced at helping children regardless of their starting point, reach high standards by providing appropriate challenge and consistent expectations
- keen to develop a positive well-being for all their children
- passionate for improving the life-chances for all children and value inclusion
- interested in research informed practice and their own professional development
- able to embed our 'Work Hard. Be Kind' mantra into their everyday practice.

Birklands will offer:

- dedicated time to study for the SENDCo qualification
- an energetic and imaginative place where children are well behaved and share a love for learning
- support from a forward thinking, research informed and innovative leadership team
- an opportunity to work with talented, driven, committed and supportive staff, who work together for success
- children who are happy, enjoy school life, are motivated, well behaved and enthusiastic to learn
- a truly inclusive ethos and shared moral commitment to secure the best outcomes for every learner
- excellent support for your personal and professional development through focused whole school and a personalised CPD programme.

The vacancy is from the 17<sup>th</sup> April 2023 (or as soon as possible).

## **How to Apply**

Should you wish to apply for the post, please complete an online application form and include a covering letter, which clearly demonstrates your suitability for this role.

Applications should be addressed to Mrs. Vanessa Farr.

The online application form for this role is located on the current vacancies page of the school website [www.birklandsprimaryschool.co.uk](http://www.birklandsprimaryschool.co.uk) or via [www.novaeducationtrust.net](http://www.novaeducationtrust.net).

Wherever possible, please provide email addresses for your referees.

Visits to the school are welcome.

## **Closing Date**

Please ensure your application arrives by 12.00pm on the closing date of Friday 03 February 2023

## **Interview:**

Interviews for the role will be held during the week commencing 6<sup>th</sup> February 2023.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Job Description – Special Needs and Disability Co-Ordinator (SEND)(Primary)**

Reports to: Headteacher

### **Key purpose of the job**

With the support of the Headteacher, this role involves strategically leading the SEND provision in our school, and encompasses taking responsibility for:

The day to day operation of provision made by the school for pupils with special educational needs, disability or a medical condition, in order to ensure that their learning is of the highest quality.

Working collaboratively with other schools and outside agencies to ensure the best support for all children with learning needs.

Working with teachers to ensure the level of understanding, planning and teaching will enable all SEND pupils to make progress and achieve their potential.

### **Responsibilities of a Special Educational Needs Co-ordinator**

- To assist the Headteacher and the Governing Body in the management and development of the school, in line with the school's vision and the school's development plan;
- Set the vision and direction for SEND provision in the school and oversee the day-to-day operation of the school's SEND policy;
- To organise and manage a team of SEND Teaching Assistants / Carers / Support Assistants, to ensure that all pupils have access to the curriculum and are empowered to make progress;
- To be accountable for the overview of provision mapping for SEND pupils, ensuring that their learning needs are met;
- Be able to monitor the effectiveness of SEND provision across the school with confidence and co-ordinate a multi-agency approach;
- Monitor the progress and attainment of SEND pupils, identifying where pupils need additional support and designing that support alongside teachers;
- Support in-coming pupils with appropriate transition support to school including appropriate home visits;
- Support the transition of pupils to other institutions including specialised settings and secondary education;
- Provide regular information to the Headteacher and Governing Body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision making and policy review;
- To establish an effective partnership with parents / carers and external agencies to meet the needs of SEND pupils;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision;
- Support all staff to understand the needs of SEND pupils and ensure staff are able to meet those needs in their classrooms, small groups and with 1:1 support;
- Access funding to enable appropriate support for all pupils.



## **Curriculum**

- To identify and assess pupils who may have SEND, ensuring that curriculum provisions meet their needs;
- To devise learning and behaviour strategies and programmes in response to individual pupil needs;
- To lead on the assessment of the learning needs of SEND pupils at risk of underachieving and provide pathways to develop pupils through intervention and staff support;
- To develop strategies ensuring that SEND pupils make outstanding progress;
- Monitor teaching and learning activities to meet the needs of pupils with SEND;
- To review pupils with statements of SEND / Education Health Care Plans as required;
- To liaise with other agencies working with pupils as required;
- Coordinate and lead the review process for pupils with Special Educational Needs.

## **Other**

- Undertake other various responsibilities as directed by the Headteacher;
- Undertake the main professional duties of a teacher.

### **Other professional requirements**

- To undertake or have undertaken the National SENCo award;
- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school and trust;
- To maintain an up to date knowledge of SEND developments and good practice;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

## Person Specification: Class Teacher

PERSON SPECIFICATION	Essential/ Desirable
<b>QUALIFICATIONS</b>	
Honours degree related to Primary Education or a curriculum subject	E
Qualified Teacher Status	E
Evidence of applying continued professional development	E
<b>EXPERIENCE</b>	
Teaching experience in Key Stage 1/2	E
<b>ABILITIES, SKILLS and KNOWLEDGE</b>	
Has a consistent record of good classroom practise	E
Holds high expectations for all pupils and challenges them to good progress and outcomes	E
Inspires and motivates pupils to succeed	E
Demonstrates knowledge of the National Curriculum requirements and how it links together to create academic as well as spiritual, moral, social and cultural excellence.	E
Understands how learning and lessons can be purposefully structured to achieve high outcomes	E
Bases planning on the interests and needs of groups of pupils as well as the individual pupil where necessary	E
Can plan effective next steps in learning based on all types of assessment information	E
Manages pupil behaviour through strong relationships, positivity, high expectations and attention to children's needs. Places high importance upon promoting learning attitudes and capacity for independent learning	E
Values parents as significant partners in each child's education and development	E
Establishes support staff as 'equals in learning' and enables their success in the classroom	E
Experience of working with pupils with individual needs such as the highly able, those with SEND or learners with EAL.	D
<b>PERSONAL QUALITIES</b>	
Dedicated to the development of our school as a centre of excellence	E
Resilient in the face of change and willing to embrace innovation and creativity	E

Commitment to a collaborative approach to professional development	E
Consistently a positive role model for pupils	E
Commitment to safeguarding pupils	E
A desire to keep up to date with current educational policy	E

### **Overview of the Trust**

Nova Education Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.