



**STOUR VALE
ACADEMY
TRUST**

SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR

RECRUITMENT PACK

SENCO

Full-time and Permanent

MPS/UPS plus TLR2b - £5349

We have the exciting opportunity to appoint a SENCO. We are looking for an inspiring, innovative, and aspirational SENCO. If you are looking to further develop your leadership skills or begin your leadership journey and feel you have the drive and passion to make a difference to the whole school community, then this could be the opportunity for you!

We want the best person for our amazing pupils and can be flexible with the hours. For example, the role could be part-time.

Northfield Road is a friendly school that serves a diverse and vibrant community. We have great staff, friendly parents and the best children!

We love our school. Our SEND pupils all have considerable gifts and qualities and we want a SENCO who will help them shine even brighter.

About Northfield Road Primary School

Our vision and values are at the core of everything we do, through our curriculum, our teaching and learning, our behaviour for learning and our policies and procedures.

Anchored in the area's rich industrial and cultural heritage, Northfield Road Primary School is at the heart of its proud, close-knit community.

'Caring together, linked together, stronger together'.

In 2019 the school joined Stour Vale Academy Trust, a successful local multi-academy trust, whose mission is to improve life opportunities for children and young people by both providing the best possible education and care to all pupils. Working closely with other schools, enables our school to benefit from collaborative working, drawing on and sharing expertise.

Our school motto, '**anchoring our future**' gives a nod to our past and is a promise to ensure that everyone is developed and provided with all that they need to go on to be the best that they can be, equipped and prepared for their future in the wider world.

We have been on a rapid school improvement journey and are seeking a SENCO who will work with us to be even better. If you have a passion for SEND and a desire to make a difference, please apply.

You can find more about our school on our website: info@northfield.dudley.sch.uk

The successful candidate will be:

- An exemplary practitioner with the enthusiasm to motivate staff and encourage teamwork.
- An outstanding and inspirational teacher who is committed to providing high quality learning experiences for all pupils.
- Experienced in SEN provision and converse with the updated SEND code of practice.
- Hold or be willing to work towards a National Award in Special Educational Needs (SEN) Co-ordination.

The role offers the opportunity to:

- Work with amazing pupils and colleagues.
- Work in partnership with the Senior Leadership Team in leading and managing all aspects of SEND provision across the school.
- Develop your career in inclusion provision within a supportive, friendly and innovative team.
- Be part of our journey to become the best school we can be for our pupils and families.

For an informal conversation to discuss the role, please speak to:

The Headteacher, Nicky Bennett

Closing date: Noon, Monday 14th October 2024

Interviews: Week beginning 21st October 2024

We encourage you to look around our school prior to shortlisting. These will take place as follows:

Tuesday 1st October 2024 9.30am, 1.30pm and 4.30pm

Friday 4th October 2024 9.30am

Monday 7th October 2024 9.30am, 1.30pm and 4.30pm

Thursday 10th October 9.30am and 1.30pm

Northfield Road is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.. Details of the checks that will be undertaken can be found in [Keeping Children Safe in Education 2022](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

As a Trust we are committed to ensuring that throughout our recruitment process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

For an informal discussion about the role please contact Nicky Bennet the head teacher

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four



words:



**STOUR VALE
ACADEMY
TRUST**

OUR VALUES

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.



Job Description

SENCO

Legal Requirements

The SENCO duties must be carried out in accordance with and subject to:

- The Stour Vale Academy Trust Scheme of Delegation
- The provisions of all applicable legislation
- The School Teachers' Pay and Conditions Document
- The Funding Agreement of the School and the Academies Financial Handbook

Core Purpose

In line with the values, ethos and strategic direction of Stour Vale Academy Trust and under the overall direction of the headteacher, the SENCO 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 and LAC pupils.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Be responsible for LAC pupils and coordinate provision in school.
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

Duties and 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.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Ensure that the SEND code of practice is effectively implemented throughout the school.

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 and the implementation of school policy.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, other schools within Stour Vale and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA) and Stour Vale.
- Analyse assessment data for pupils with SEN or a disability.
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.
- Form good relationships with parents and other stakeholders to ensure good provision for SEND pupils.

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 and external support for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure 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.

Leadership and management

- Work with the headteacher 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.
- Meet regularly with the link governor and where appropriate, present to the Governing body.
- 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.
- Work with subject leaders to ensure that SEND pupils can access a broad and balanced curriculum.
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability.

- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.

Person Specification

SENCO

No	Categories	Essential	Desirable
QUALIFICATIONS & EXPERIENCE			
1.	A first degree or equivalent	◆	
2.	Qualified Teacher Status	◆	
3.	Successful teaching experience	◆	
4.	Recent relevant professional development		◆
5.	Experience of leading an aspect of school improvement	◆	
6.	Experience of developing the teaching skills of colleagues or trainee teachers	◆	
7.	Experience of communicating effectively with a range of audiences	◆	
8.	National Award for SEN Co-ordination, or a willingness to complete an NPQ within 3 years of appointment	◆	
KNOWLEDGE AND SKILLS			
9.	Sound knowledge of the SEND Code of Practice	◆	
10.	Understanding of what makes 'quality first' teaching, and of effective intervention strategies	◆	
11.	Effective communication and interpersonal skills	◆	
12.	Ability to build effective working relationships	◆	
13.	Ability to influence and negotiate	◆	
14.	Good record-keeping skills	◆	

	Ability to work under pressure and prioritise effectively	◆	
PERSONAL QUALITIES			
15.	Committed to working collaboratively to improve outcomes for pupils and promoting the ethos and values of the school	◆	
16.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
17.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
18.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
19.	Can-do attitude and solution focused approach with an ability to manage expectations and not over promise	◆	
20.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
21.	Be committed to innovation, learning from research and the best current practice	◆	
22.	Committed to building positive and effective relationships, based on trust and transparency, with children, staff, parents, governors, other schools and the wider community	◆	
23.	Commitment to maintaining confidentiality at all times	◆	



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CONTACT US

For informal talks please contact:

Nicky Bennett
Headteacher
Telephone: 01384 818710

Please visit our website: <https://www.northfield.dudley.sch.uk/>