



## SENCO

**SALARY: MPS/UPS + TLR 1, TLR level to be set based on experience and expertise**

**LOCATION: THE THOMAS ALLEYNE ACADEMY, STEVENAGE**

We are looking for someone who enjoys working with young people with special educational needs to help them realise their potential through education.

- Good interpersonal and communication skills
- Self-motivated and flexible
- Work collaboratively with other departments and the senior team
- Work with honesty and integrity
- Ability to work under time pressure to deadlines
- Be organised and good at planning time

### **JOB PURPOSE**

- Reporting to the Assistant Head responsible for Personal Development, Behaviour and Welfare.
- Actively implement the school's commitment to the safety and welfare of children and young people.
- To lead a whole school approach to raising the achievement of students with special educational needs in an inclusive and supportive atmosphere
- To work closely with departments to ensure that the curriculum is accessible to students with special educational needs and that materials are appropriately differentiated.
- To help develop literacy and basic skills so that these do not become a barrier to learning for students.
- To be responsible for the identification, education, welfare and administration of students on the special educational needs register.

## **BENEFITS**

- TLR1 plus salary
- Teacher's Pension Scheme

## **ROLE AND RESPONSIBILITIES**

- Contribute to the teaching of literacy and basic skills development
- Manage and develop the Assistant SEND-Co, and teaching assistants
- Analyse data related to SEND students and contribute to the Senior Management Team discussions on raising achievement
- Ensure an integrated and inclusive approach via liaison with Heads of Department and Year and external professionals including; Literacy Coordinator, Educational Psychologist, Specialist Behaviour Support Teacher, Speech and Language Therapist, Connexions Advisor and medical professionals.
- Liaise with primary feeders to identify students with special educational needs and/or medical needs. Maintain the SEN register of students and develop an overview of the education of students on the list.
- As SENCO ensure that students with SEN (including those with Educational, Health and Care plan (EHCP) get the appropriate help and support according to their Individual Plan (IP) and in line with statutory guidance, and that regular reviews take place.
- Ensure arrangements are made for assessments to measure the progress of SEN students.
- Organise intervention and extra-curricular programmes to increase levels of basic literacy, numeracy and other skills.
- Arrange and carry out assessments for examination concessions at KS3 and KS4.
- Manage the SEN budget with regard to staffing, administration and resources.
- Attend Parents' Evening, Open Evenings and New Intake Evenings and such meetings relevant to the SEN department.
- To lead and manage the work of the Learning Support Unit in supporting students
- To be the lead professional for Children Looked After

## PERSON SPECIFICATION

- Qualified teacher status for England (or equivalent)
- Relevant degree (or equivalent)
- Recent, relevant professional learning and development
- Experience as a SENCO or in a pastoral/tutor role
- Willingness to complete the SENCO qualification if not held
- Significant, substantial and successful experience in a post of responsibility in a school/academy
- Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change
- Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal
- Awareness and understanding of the wider educational context and national accountability frameworks
- Ability to prioritise, plan and organise self and others across the wide range of responsibilities
- Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement
- An outstanding classroom practitioner
- Confident in the use of ICT to support learning
- High expectations which inspire, motivate and challenge every student
- Ability to reflect critically, and respond to, performance and feedback
- Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour
- High level of emotional intelligence and self-awareness

## WHO WE ARE

The Hart Schools Trust (the Trust) is a burgeoning schools trust that currently sponsors the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2015.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2015.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage, Hitchin and Letchworth.
- The Hart Schools Trust, a burgeoning schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

We are currently working towards an ambitious five-year strategy. To realise our strategy, we need the best people around. We're building an amazing team, all of whom share our passion, pace and commitment to helping our students get where they want to be in life.

## TO APPLY

To apply please send a CV and one-page cover letter to [recruitment@nhc.ac.uk](mailto:recruitment@nhc.ac.uk) by Friday 26th January 2018.

Interviews will take place on Friday 2<sup>nd</sup> February 2018.

### SAFER RECRUITMENT STATEMENT

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK.