

SEND CO-ordinator

Candidate Pack

June 2024

**Headteacher’s Welcome**

I am delighted that you are considering applying for the role of SENCo at York Road Nursery and Preschool.

The school serves a varied demographic, and we have a key role to play in the local community, offering both funded education and wraparound care for 3–5-year-olds from 8am – 6.00pm, Monday to Friday and a Pre-School for our 2-year-olds.

It has been my privilege to be Headteacher & SENDCO here since April 2015, having previously worked as an Assistant Headteacher and SENCo in other schools and for a Charity for seven years working with children and adults with disabilities. We are committed to driving standards upwards and making continuous improvements in our provision.

**We were last visited by Ofsted in July 2023:**

*“Staff are trained to support C&L””*

*“Non-verbal children have a highly personalised curriculum and support”*

*“There is highly effective planning to close gaps”*

*“The school goes above and beyond supporting children with SEND, and their families”*

*“The school recognises that it can be difficult to track progress with SEND and so has put in different strategies such as music therapy”*

*“There are good relationships with parents of children with SEND”*

*“Some elements are exemplary- particularly around supporting children with SEND, the genuine inclusivity is exceptional”*

The SENCo role is a key appointment, and you will join the School Leadership Team. I am looking forward to developing a warm and supportive relationship with someone who is as passionate about Early Years education and providing children with the best possible start.

We also have ‘Yorkies Daycare’ on site every day and in the school holidays and the role will be working with that team closely too (we share the same families).

You will get a flavour for who we are by looking through our website, but I would welcome the opportunity to meet you informally prior to application and warmly invite you to visit the school to experience York Road Nursery and Preschool in action and to discuss the role in more detail. Please do get in touch to make an appointment.

**Information for Candidates**

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| **Pay range** | MPS |
| **Start date** | September 2023 |
| **Closing date** | Monday 8th July 2024 |
| **Shortlisting** | Tuesday 9th July 2024 |
| **Interview date** | Tuesday 16th July 2024 |

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| --- | --- |
| **Visits to the school** | 01462-459127 |
| **School website** | www.yorkroad.herts.sch.uk |
| **School address** | York Road, Hitchin Hertfordshire, SG51XA |

## Safeguarding

York Road Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post will be subject to a Disclosure and Barring Service (DBS) enhanced check, as well as other pre-appointment checks outlined in our Safer Recruitment Policy.

## Application

**Application is via the TeachinHerts online application form only**. We do not accept CVs. Please read the guidance and complete all aspects of the form fully. You should include your full work history with no unexplained gaps since leaving education. Please also include all qualifications and details of relevant training.

Personal Statement

The Personal Statement is a very important section of the application form and provides the basis for shortlisting of candidates. When writing this, be sure to address each of the requirements in the Person Specification and give evidence of your skills, knowledge and experience. Although there is no set word limit for this, try to keep your statement within two pages (2,000 – 2,500 words).

## References

Preferred references are from your last two employers, and you should provide their official organisation email address for us to contact. It will be helpful if you can make them aware of your application.

# Key facts

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| --- | --- |
| **Type of school** | Community maintained |
| **Ofsted rating** | Outstanding |
| **Age range** | 2-5 years |
| **Number of children on roll** | 117 (nursery school & pre-school) |
| **Number of children on SEND register** | 17 (11 with an EHCP) |
| **Number of children with EAL** | 26% |
| **Number of children eligible for EYPP** | 13 |
| **Number of Funded 2s in Preschool** | 58% |

# Vision and Values

## Mission Statement

***“Holding Hands Nurturing minds “***

## Vision Statement

Our vision is to create a school community where our children are our focus, inclusive of all children who are encouraged to participate; succeed and achieve; and be proud of themselves. It is our goal to empower them with a mindful attitude to others and themselves, as well as giving them the tools and knowledge to promote British values.

## Our Values

It is our belief that all our children should be happy and successful gaining:

***Respectfulness, Responsibility, Resilience, Independence, Kindness, Aspirations, Mindfulness, Appreciation of Diversity, Inspiration, Creativity, Motivation, Empowerment, a Caring and Inclusive Attitude, Confidence, an Engaged and Grateful Mindset.***

These values help us understand how we can make a positive contribution to our school and its wider community.

# Job Description

**Pay Grade:** MPS

**Contract:** Permanent

**FTE:** 0.6 – 1.0, negotiable

**Responsible to:** Headteacher

**Responsible for:** SEND Learning Support Assistants

You are required to carry out the duties of a schoolteacher as set out in the current School Teachers’ Pay and Conditions Document. The duties outlined in this job description are in addition to those duties. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Purpose of the Role**

* To promote and develop inclusive learning and teaching throughout the school.
* To provide leadership in the development and management of the teaching and learning of key groups of pupils.
* To carry out such other associated duties as are reasonably assigned by the Headteacher.
* To support the Headteacher in safeguarding as DDSP, and in promoting the welfare of children.

**Responsibilities:**

The duties outlined in this job description are in addition to those covered by the current School Teachers' Pay and Conditions Document

Teaching and Learning

* Identify and adopt the most effective teaching approaches for pupils with particular needs
* Monitor the effectiveness of teaching and learning activities in meeting the needs of all pupils
* Help create and maintain an effective and exciting environment for learning
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with particular needs
* Liaise with pupils/parents/outside agencies to ensure effective provision
* Provide cover for classes when required

Recording and Assessment

* Maintain SEND cohort updates/ Provision Map
* Initiate and liaise with external agencies as appropriate
* Set targets for raising achievement for specific pupils
* Collect and interpret assessment data for these pupils
* To implement and review Personalised Learning Plans and Provision Maps
* Update the Headteacher and Governing Body on the effectiveness of provision for identified groups of pupils

Leadership and Management

* Be a member of the Senior Leadership Team and attend meetings
* To take overall responsibility for the leadership of inclusion and work with subject leaders on curriculum development across the school
* Identify the training needs of staff, supporting their professional development.
* Provide training opportunities for Teachers, Early Years Practitioners and Learning Support Assistants, regarding needs and how best to meet these needs
* Oversee the support and development of Early Years Practitioners and Learning Support Assistants
* Disseminate good practice in inclusion across the school
* Identify resources needed to meet the needs of pupils and identify priorities for expenditure in collaboration with the other members of the Senior Leadership Team
* Meet with Governors linked to areas of responsibility (e.g. SEND Link Governor)
* Liaise with class teachers/Early Years Practitioners and co-ordinate Learning Support Assistants and with outside agencies on writing individual support plans, giving assistance where appropriate
* Observe teaching and learning across the whole school and feedback to colleagues with a particular focus on engagement and inclusion of all children.
* In collaboration with teachers, map provision for pupils
* Have a clear understanding of the School Development Plan and work with the Senior Leadership Team to develop priorities
* Be responsible for collating evidence for specific sections of the school’s Self Evaluation Form
* Work with key staff to set targets for individual children

Equalities

* Be aware of and support difference and ensure that the school’s Equality Policy is followed

Health and Safety

* Be aware of and comply with policies and procedures including those relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person

Supervision

* The postholder will work alongside other teaching and non-teaching staff but also on their own initiative subject to the general and specific direction of the Headteacher.
* The post-holder is required to support and contribute to the vision and values of York Road Nursery School
* All members of staff are required to participate in training and other learning activities, as appropriate to include support for attaining the National Award for SENCo
* The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may be necessary from time to time

All these areas of responsibility are to be carried out in accordance with the curriculum and policies of the school as devised by the Headteacher and Governors, working in liaison with school staff within the framework set by Hertfordshire County Council and national polices.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the*

*Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance management process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

# Person Specification

|  |  |  |
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| **Criteria** | **Essential/ Desirable** | **How**  **assessed** |
| **Education, Qualifications and Training** |  |  |
| Qualified Teacher Status | E | Application |
| Evidence of ongoing professional development | E |
| SENCO Award qualification | E |
| Designated Safeguarding Lead training | D |
| **Teaching and Learning Experience** |  |  |
| At least 5 years of recent and relevant teaching experience | E | Application Interview |
| Teaching experience in more than one educational setting (in the primary and or Early Years phase) | D |
| Teaching experience in EYFS | E |
| Teaching ability that is at least consistently ‘Good or outstanding’ and evidence of inclusive practice | E |
| Proven experience of teaching children with diverse learning needs | E |
| Recent experience of assessment and tracking of pupil progress | E |
| Sound knowledge of the range of learning needs and  strategies/support/interventions to overcome barriers to learning | E |
| **Strategic Direction and Development of the School** |  |  |
| Evidence of previous SENCo/INCo experience | D | Application  Interview Task |
| The ability to lead and implement the SEND policy | E |
| Experience of developing and successfully delivering inclusive practice to ensure equal opportunity for all | E |
| Ability to interpret pupil progress data and identify realistic and challenging targets for Key Pupil Groups | E |
| Evidence of formulating and implementing related policies | D |
| Evidence of reporting to the Governing Body | E |
| Experience of applying for funding from external sources | D |
| Ability to work closely to ensure the provision for SEND is outstanding across the Nursery School, Pre-School and Yorkies Daycare – sharing the same values and systems | E |  |
| **Leading & Managing Staff, working collaboratively** |  |  |
| Experience of leading and managing staff | E | Application Interview |
| Experience of organising and delivering staff development training | E |
| Demonstrable success in working collaboratively with parents, colleagues, governors and the local community | E |
| Proven experience in effective liaison with a range of outside agencies and extended services. | E |
| **Knowledge, Skills & Abilities** |  |  |
| Good understanding of the SEND Code of Practice/Current inclusive practice | E | Application  Interview Task |
| Commitment to equal opportunities | E |
| Knowledge and experience of using assessments to support SEND identification | E |
| Ability to communicate effectively orally and in writing, including use of ICT | E |
| Ability to lead meetings | E |
| Effective management of resources and budget | E |
| Good organisational skills with ability to prioritise | E |
| Open-minded and receptive to new ideas, approaches and challenges. | E |
| Flexible to cope with changes to routines and priorities | E |
| Ability to maintain a calm and professional manner when faced with challenging situations. | E |
| Ability to work independently, yet also as part of a team. | E |
| Ability to reflect on own professional development and practice and seek advice as needed. | E |
| Ability to maintain high levels of confidentiality | E |
| Approachable, accessible and flexible | E |