



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Deputy SENDCo Recruitment Pack



**BARCLAY
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of Deputy SENDCo for Barclay Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Deputy SENDCo to join the Inclusion Team to support Principals and schools to ensure that with the right support, encouragement and opportunities, all young people have the potential to succeed in education and in life.

Barclay Academy is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Barclay Academy is a flourishing mixed, non-selective secondary school and sixth form based in Stevenage, Hertfordshire, admitting students from the ages of 11 to 18.

Barclay Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at C.Smith@barclay.futureacademies.org.

Charlie Smith
SENDCo
Barclay Academy

JOB DESCRIPTION

JOB TITLE:	Deputy SENDCo
RESPONSIBLE TO:	SENDCo
START DATE:	September 2024
HOURS:	37 hrs/wk, Term-time plus 1 week
SALARY:	Scale 5 – SO1, point 12 - 25 (£26,421 – £33,945) pro rata Depending on experience
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

DEPUTY SENDCo

PURPOSE OF THE ROLE

To support the day-to-day running of the Inclusion Department, e.g. looking at redeployment of TAs needed due to staff/student absence.

- To work with and supervise individuals and groups of pupils with emotional and behavioural difficulties.
- To supervise and develop good social skills with pupils and deal with conflict issues around the school.
- To support teachers and teaching assistants with the creation and implementation of pupil profiles.
- To work with parents and outside agencies to support the child.

MAIN AREAS OF RESPONSIBILITY

- To be the first point of contact for day-to-day issues affecting Teaching Assistants, including leading regular TA meetings where appropriate.
- To support the SENDCo in the overall leadership of the Department.
- To support deliver social stories to support students following behaviour incidents.
- To coach and mentor pupils in order to support them to improve the standard of their behaviour and engagement with their education.
- To establish supportive relationships with pupils by giving positive encouragement, feedback and praise to reinforce positive behaviour choices.
- To establish supportive relationships with parents/carers by fostering links between home and school. This will include communicating by phone, email and in person with parents.
- Preparing reports where necessary and following up with parents.
- To use the school systems as required to look up and record information on Bromcom.
- To support the supervision of pupils during social times and on visits/trips as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in relevant training and other learning activities offered by the school to further knowledge.
- To promote positive values, attitudes and behaviour, dealing promptly with conflicts and incidents in line with the school policy and encourage pupils to take responsibility for their behaviour.
- To maintain an overview of resources within the Department, including where orders need to be made for new resources.
- To monitor the performance of Teaching Assistants and support them to develop their own practice, e.g. through observations and through arranging peer observations.
- To support assessment and identification processes within the Department, i.e. through coordinating a group of students to complete computer-based reading tests.
- To plan and deliver timetabled intervention groups for students with need, in discussion with the SENDCo.
- To ensure external professionals (Educational Psychologists, Speech and Language Therapists) are able to conduct their work in school, as required.
- To support the SENDCo in their communication with external agencies.

- To support the SENDCo in statutory processes for SEND, i.e. annual reviews and EHCPs.
- To support HOYs and Attendance Officer in improving access to education, behaviour.

OTHER

- Support with events in school such as open evening.
- Undertake duties as directed by the Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

Qualifications

- Qualification to at least Level 3 level is essential and preferably to a degree level.
- Relevant qualifications in Special Educational Needs and/or Supporting Teaching and Learning are desirable.

Knowledge

- A secure working knowledge of a range of Special Educational Needs, including the knowledge of what a child may find difficult and how they may be supported to make progress in school is essential.
- A more detailed understanding of one or two types of need in particular is desirable.

Experience

- Experience of supporting teaching and learning in the classroom is essential.

- Experience of: delivering successful intervention programmes to children; liaising with parents and carers; supporting Teaching Assistants to improve their own practice is desirable.

Skills

- Able to be self-directed at times, whilst also being flexible and responsive to direction from the SENDCo.
- Able to motivate staff to excel in their role.
- A track record of successfully supporting students with SEND to thrive in school

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Barclay Academy.

The successful post holder will be based at Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please complete a Support Staff Application Form.

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **1st July 2024**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.