



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

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APPLICATION PACK – SENDCO

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 163 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

Dear Candidate,

Thank you for requesting more information about the vacancy of SENDCO at Pendle Community High School & College (PCHSC). This will be a non-teaching role, liaising with staff and external agencies with the main focus being to ensure accurate and up to date information is available for us to provide the best possible provision and outcomes for our students.

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

We wish you all the best with your application.



D Grogan, Head Teacher

SENDCO – JOB DESCRIPTION

JOB TITLE:	SENDCO
START DATE:	Monday 17 th April 2023 or earlier if available
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Senior Leadership Team
SALARY:	Main Pay Scale plus SEN Point
CONTRACT:	Permanent / Full-time
SAFEGUARDING STATEMENT	
PCHS&C is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safe recruitment procedures all staff undergo enhanced DBS checks.	
JOB PURPOSE:	The main objectives to be achieved by the Post holder
<ul style="list-style-type: none"> • To prepare, chair and summarise EHCP reviews. • Work with the LA on suggestions for Year 9 new EHCP outcome updates in line with P4A agenda and referral to transition team in Year 8. • To update transition plans annually from Year 9 onwards (linked to the EHCP review). • Update SLT on key information and queries. • To manage and record the implementation of the school's Pupil Premium Strategy in order to support disadvantaged pupils and children who are looked after. • To fulfil the professional responsibilities of a teacher and to contribute to high quality teaching and learning outcomes, leading to success for all pupils. • To be lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school. • Organise, coordinate and record VI, HI, MSI, S&L, Eye care and other therapist visits and ensure any advice is shared and followed. • Ensure any medical letters and information are shared appropriately and recorded safely. • Submit any necessary exams access arrangements in liaison with the examinations officer. • Ensure records are maintained and kept up to date. • Occasional teaching cover. 	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and how this is reflected and adhered to throughout the school's curriculum and policies. • Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice. • Attend appropriate meetings to represent the school. • Contribute to the annual update of all relevant policies, including the Local Offer. • Annually review the provision map in relation to current banding and funding levels. • To monitor pupils who are supported through the Pupil Premium grant (including children who are looked after) and ensuring that appropriate provision is put in place so their needs are met. • Support the smooth transition of pupils from primary school, from year to year and onwards to their post 16 and Post 19 destinations. • Liaise with staff, parents and carers, external agencies and other relevant professionals to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for all pupils. • Develop partnerships with parents and carers to ensure their views are considered and ensure that pupils are able to share their views regarding their provision and support. • Manage the cycle of reviews for EHCP and PEPs. • Attend and chair EHCP review meetings to represent the school. • To weekly check IEP input and follow ups. • Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil. • Work with SLT to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements. • Support SLT with placement consultations. • To complete any independent travel training or adult social care referrals. • Be aware of local college links, suitable courses, day service offers and other destinations. 	

MANAGING OWN PERFORMANCE AND DEVELOPMENT:	
<ul style="list-style-type: none">• Demonstrate and uphold the school's vision and values.• Take responsibility for own professional development.• Participate fully in the school's appraisal and professional development ensuring that objectives are set and met within the agreed time scale.• Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues.• Look to external opportunities that further professional development and fulfil the training targets agreed during appraisal.• To understand and follow all school policies and adhere to the school's code of conduct at all times.	
AGREED BY:	Senior Leadership Team December 2022

SENDCO – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
QUALIFICATIONS AND TRAINING		
Qualified Teacher Status	E	A
National Award for Special Educational Needs Coordinators or equivalent experience	E	A/I
Post-graduate specialist qualification e.g. in SpLD	D	A
Designated Safeguarding Lead training	D	A
Evidence of continued professional development	E	A/I
KNOWLEDGE AND EXPERIENCE		
Minimum of 5 years teaching experience	E	A
Have a clear understanding of SEND legislation and Code of practice.	E	A/I
Knowledge and experience of the EHCP review process and of conducting annual reviews	E	A/I
An understanding of/commitment to equal opportunities and equity in education	E	A/I
Experience of working in a specialist setting or with children with SEND or EHCPs	E	A/I/R
Experience of and commitment to working in partnership with all school stakeholders, including parents/carers, LA and external agencies	E	A/I
Involvement in self evaluation and development planning	D	A/I
Experience in monitoring and evaluating Pupil Premium Grant/ Strategy	D	A/I
Experience of working at a whole school level	D	A/I
Experience or knowledge of preparing access arrangement applications for exams	D	A/I
Can differentiate and deliver effective teaching for children with SEND	E	A/I/R
Sound knowledge of options for SEND students (working Level 1 and below) during transition years but particularly Years 11 and 14	D	A/I
Ability to produce high quality reports and summaries	E	A/I/R
PRACTICAL SKILLS		
Excellent standards of written English including ability to proof read statutory documents to a high standard	E	A/I/R
Good record-keeping skills	E	A/I/R
Good ICT skills	E	A/I/R
Excellent time-management skills	E	A/I/R
PERSONAL QUALITIES AND ATTRIBUTES		
Excellent communication and interpersonal skills	E	A/I/R
Commitment to always maintaining confidentiality and given due regard to GDPR	E	A/I/R
Commitment to Safeguarding and Equality	E	A/I/R
Ability to show initiative and work independently as well as part of a team	E	A/I/R

Ability to work and cope under pressure whilst demonstrating the ability to prioritise	E	A/I/R
Be approachable and able to handle sensitive issues appropriately	E	A/I/R
Personal resilience when faced with challenges	E	A/I/R
Please be aware we will always consider your references before confirming a job offer in writing		
PREPARED BY:	Senior Leadership Team December 2022	

CLOSING DATE:	Thursday 5 th January 2023
SHORTLISTING DATE:	Friday 6 th January 2023
INTERVIEW DATE:	Friday 13 th January 2023