



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Assistant SENCO at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

This role presents an excellent opportunity for an experienced, ambitious and skilled teacher to join us in this exciting phase of the college's development.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With additional allowances available for the ideal candidate, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England
Headteacher



Job Description

Post Title:	Assistant SENCO
Purpose:	<ul style="list-style-type: none"> To manage a large team of HLTAs and TAs To work with the SENCO to secure appropriate provision for students with a range of educational needs Oversight of all EHCP procedures, including provision mapping and costing Management of CPD for SEND
Reporting to:	SENCO
Responsible for:	SEND Team including HLTA's and teaching assistants.
Liaising with:	Headteacher, SLT, teaching/support staff, external agencies and parents.
Salary/Grade:	Dependent upon experience/qualifications with TLR 2.3
Main Duties:	<ul style="list-style-type: none"> Lead the strategic overview of provision for students with SEND, monitoring and reviewing the quality of provision. Contribute to school self-evaluation, supporting the SENCO on evaluating the provision for students with SEND. Assist in develop and implementing the SEND policy, ensuring its objectives are reflected in the school improvement plan. Assist in the leading of the operation of the SEND policy and co-ordination of provision. Monitor the attainment and progress of SEND students, including analysing assessment data and implementing and leading interventions as needed, and evaluating their effectiveness. To ensure effective intervention is in place for all students in order to address key development aims for the college and maximise the achievement and progress of students. Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice, including being aware of the provision in the local offer. Supporting the SENCO with providing a strategic vision for the Department Oversight of all EHCP procedures, including provision mapping and costing Implementation of all EHCP provision Lead on whole school Reading Strategy Lead on whole school SEND Briefings Lead on SEND Faculty Briefing with SENDCo Promoting a collegiate approach so that the staff in the Department work as a team.
Curriculum Provision & Development:	<ul style="list-style-type: none"> Advising staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed Implementation, monitoring and quality assurance of in-class support strategy Oversight, monitoring and quality assurance of all interventions

Staff Development:	<ul style="list-style-type: none"> • Monitor the induction and progress of new staff. • To participate proactively in training and development including qualification development required in the job role • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Appraisal process. • To ensure the effective/efficient deployment of classroom support • To assist the SENCO in staff development and INSET training with regard to SEND
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To report half-termly to SENCO on departmental intervention performance, results, and student progress so that interventions can be refocused as appropriate • To have oversight of classroom support practices and regularly review their efficacy. • Keep detailed records of the progress of key students receiving Learning Support, including oversight of the writing and reviewing of EHCP's and Annual Reviews.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS and reports. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • Take every opportunity to positively engage with parents and carers, forming strong links to communicate regarding all SEND issues related to their children. • Engage in liaison meetings with appropriate outside agencies
Management of Resources:	<ul style="list-style-type: none"> • Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective. • Identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
Other Specific Duties:	<ul style="list-style-type: none"> • Share the College's Vision, Mission, Values and Behaviours and communicate them effectively. • Adhere to college policies and procedures including Health and Safety. • Be responsible for safeguarding and promoting the welfare of children and young people. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Person Specification Form		
Job title: Assistant SENCO	January 2024	
Directorate: Children and Young People	Permanent	
Establishment or team: Shuttleworth College		
Requirements - (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I) or reference (R)
Qualifications		
Qualified Teacher Status	E	A
National Award for Special Educational Needs. If the successful applicant does not hold a SENCO qualification, they will be expected, and supported, to pursue this as their CPD priority target. This would be funded by the school.	D	A
Degree 2:2 or above	E	A
Experience & Professional Knowledge		
Able to provide a high quality, challenging and effective learning environment which promotes high quality learning experiences for all children	E	A, I, R
Able to identify and meet the needs of all learners	E	A, I, R
Effective behaviour management strategies	E	A, I, R
If the successful applicant does not hold a SENCO qualification, they will be expected, and supported, to pursue this as their CPD priority target. This would be funded by the school. Proven record of children making at least typical or rapid progress	E	A, I, R
Knowledge, skills and abilities		
Strong communication and interpersonal skills	E	A, I, R
To value involvement of parents and to have confidence to engage with parents effectively. To be able to evidence a track record of being proactive in engaging parents and involving them in children's learning	E	A, I, R
Excellent skills in managing student behaviour	E	A, I, R
Maintain an accurate and up to date knowledge of national and local initiative which may affect the school's policy and practice.	E	A, I, R
Evaluate whether SEND funding is being used effectively, and propose changes to make sure of funding more effective.	E	A, I, R
Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies	E	A, I, R
Willingness to support Extra Curricular Activities	E	A, I, R
Have high expectations of children and be able to excite, enthuse and inspire children	E	A, I, R
Personal Characteristics		
Organised and dedicated with high levels of initiative	E	A, I, R

Professionalism – have very high expectations and standards	E	A, I, R
Evidence of a high level of personal motivation and enthusiasm	E	A, I, R
Ability to work hard under pressure while maintaining a positive, professional attitude	E	A, I, R
The ability to work closely as part of a team with a good sense of humour	E	I,R
Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff.	E	I,R
Ability to manage the expectations of others, and any situations of conflict	E	A,I,R
Be flexible and positive	E	I,R
Ability to reflect on current practice and use this information to constantly improve.	E	A, I, R
Ability to build and lead a team of professional people	E	A,I,R
Other		
Commitment to ensure that all children are safe from harm and a clear knowledge of safeguarding issues	E	I
Commitment to health and safety	E	I
Positive health and attendance record	E	I
Please Note: References will always be considered before confirming a job offer in writing.		

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

