



Hoxton Garden
Primary School



THE VIRIDIS FEDERATION OF ORCHARD, SOUTHWOLD AND HOXTON GARDEN PRIMARY SCHOOLS, HACKNEY, LONDON



SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR APPLICATION PACK



Contents

- Welcome!
- What are we looking for?
- What do we offer?
- How to apply
- Job description & person specification



Holcroft Road
London E9 7BB
Tel: 0208 985 7785



Ivy Street
London N1 5JD



Detmold Road
London E5 9NL
Tel: 0208 806 5201

recruitment@vs.hackney.sch.uk

Dear Applicant,

Thank you for replying to our advertisement for the position of a Special Educational Needs Co-ordinator at Viridis Schools. I hope that you will find this information pack helpful. If you would like to learn more about our schools partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so you can see first hand what we do and how we work.

Orchard, Southwold and Hoxton Garden Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. With a joint pupil roll of around 1300 pupils. We provide a rich curriculum and a no excuses culture for low standards. Because of this our pupils achieve well above national averages regardless of their starting points and Ofsted have been full of praise about our provision. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet weekly to share expertise with common systems and a shared curriculum. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously.

We are looking to recruit new Special Educational Needs Co-ordinators to work with us and build our leadership capacity. First and foremost we are looking for a dynamic and confident people who have the passion, energy and skill to make a difference. This post will be based on one site but also involve working with staff across the partnership alongside our Deputy Headteachers and SENCO's who are based on our other sites in Hackney. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously. As well as experienced specialists we are also interested in hearing from excellent teachers who can demonstrate impact on the practice of others and who have a passion for developing provision for SEND pupils and we would support successful applicants in attaining the SENCO qualification. If you are hardworking, have the energy and the drive to want to make a difference then we very much look forward to hearing from you.

Stephen Hall
Executive Headteacher

Special Educational Needs Coordinator

We are looking to appoint a skilled and ambitious professional based on one school site, working as part of a wider leadership team



In particular we are looking for someone who:

- Is a great teacher with very high expectations of what can be achieved and a proven track record in raising pupil attainment
- Has high expectations of all groups of children no matter what challenges they may face.
- Is determined, resilient and able to manage a complex workload
- Understands what high standards look like and how to attain them
- Can effectively coach, mentor and lead others
- Is a strong communicator, able to work as a member of a dynamic school team and represent the school to external partners and stakeholders.
- Has a passion and interest in the education of pupils with additional needs.



We can offer you:

- A genuine opportunity to make a difference in a diverse community
- High quality CPD to ensure that you are successful including the SENCO qualification if not yet achieved.
- An experienced, committed and ambitious team to support you
- An established partnership of well-resourced and well run schools.
- A fantastic community of parents and children who deserve the best
- Opportunities to work with the support of colleagues across three schools in partnership

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Ms Beverley Shore at **recruitment@vs.hackney.sch.uk** or send by post:
Recruitment
c/o Orchard Primary School
Holcroft Road
London E9 7BB
5. Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you currently working (if applicable).

Closing date for applications :
Friday 29th June 2018 at 12pm.

Interview Date:
Wednesday 4th July 2018

References will be sought for short listed candidates prior to the interview dates. Our Schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

Should you have any queries, would like to discuss this appointment with the Executive Headteacher or would like to arrange to visit our schools please contact Ms Beverley Shore our Southwold office manager on: **0208 806 5201** or email her: recruitment@vs.hackney.sch.uk

We look forward to receiving your application!

SENCO (MPS/UPS/TLR)

Main Purpose:

The post holder should play a major role under the overall direction of the Executive/Headteacher in:

- Support the aims and objectives of the school.
- Establishing the policies through which they should be achieved.
- Managing staff and resources.
- Monitoring progress towards achievement.
- Support across the school in exemplary provision for inclusion
- Working partnership across sites with a wider vision for improvement for our school communities.

Person Specification

Experience:

An excellent classroom practitioner.
Experience of leading a whole school initiative.

Qualifications & Training

QTS
Evidence of relevant continuing professional development.

Practical Skills

Good interpersonal skills.
Good people management skills.
Ability to think creatively and imaginatively.
Has a working knowledge of the Code of Practice for Special Educational Needs.
Able to write factual, concise, unambiguous reports, documents and IEP's on pupils for presentation to a range of Stakeholders.

Personal Qualities & attributes

Ability to work both autonomously and as a member of a team.
Ability to forge effective professional relationships and establish positive partnerships with parents and carers.
Empathetic and approachable manner.
Highly motivated.
Flexible.
Sense of Humour.
Has high expectations of all children regardless of need.

Job Description

The duties of teachers on the main professional grade are described in the School Teachers Pay and Conditions Document. The list that follows reflects the needs and concerns of the relevant school at present. As these change so will the activities and there will be regular reviews (at least annually) of this job description and amendments from time to time.

Main Activities:

- Responsibility for preparation and application of the school SEND Policy in co-ordination with the School Leadership team..
- Responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children' achievement.
- The postholder will be jointly responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The postholder may undertake the teaching of the pupils in his/her tuition groups and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The postholder will be responsible for Annual/Transition Reviews and will write, monitor, evaluate and review Individual Education Plans as well as being the link person between parents and outside agencies.
- The postholder will lead INSET and improve standards of inclusive teaching and learning across the school.

General Duties

- Teaching pupils according to their educational needs.
- Creating a well-ordered and secure environment which will ensure the educational well being of individual children within the group.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.
- Assessing, recording and evaluating the development and progress of children.
- Developing and maintaining the positive relationships with parents which involve them actively in the classroom and in the learning process.
- Participating in planning and staff meetings.
- Contributing towards the development, establishment and implementation of whole school policies.
- Contributing and co-operating with other professional agencies as appropriate to the needs of the children.
- Undertaking other duties which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.