

## Harrington Hill Primary School SENCO Application Pack



**Recruiting for:** Experienced SENCO (1 year fixed term maternity cover from January 2022)  
some teaching responsibilities included

**Closing date for applications:** Thursday 7<sup>th</sup> October 2021

**Interview Dates:** Monday 18<sup>th</sup> and Tuesday 19<sup>th</sup> October 2021



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Dear Applicant,

Thank you for your interest in applying for a position as a SENCO at Harrington Hill. If you would like to learn more about the school, we would be delighted to offer you a tour of the school or answer any questions you may have. Our school website offers a wealth of information about the school too.

Harrington Hill is based in the vibrant and diverse community of Hackney, East London and has excellent transport links into and out of Central London. At Harrington Hill, we understand that children learn best when they feel happy, safe and valued at school. We provide a rich and exciting curriculum to develop their confidence and enthusiasm for lifelong learning. We are absolutely committed to ensuring every child achieves well and develops high aspirations for their futures.

Over the past year, Harrington Hill has worked in partnership with another local school; Sir Thomas Abney. Each school has its own leadership team but with a shared vision of ensuring the highest standards for all of our children. We are keen to further develop the partnership over the coming years; sharing best practice and developing expertise in all aspects of the curriculum.

We are looking to recruit an experienced SENCO who can jump right in and shares our passion for inclusive education. The current SENCO provides weekly cover for some teachers (up to 1.5 days each week) and we are looking for someone who is happy to continue this. We are committed to supporting teachers at every stage of their careers and can provide bespoke training and the support of a dedicated, passionate and encouraging staff team. We are keen to hear from you and show you around our school.

**Geraldine Fitzmaurice**  
Executive Headteacher

## WHY WORK WITH US?

We are a warm and welcoming school with an enthusiastic, dynamic and talented staff team

We offer excellent CPD and career development including opportunities for leadership

We have wonderful children who strive to achieve their best

We offer a renovated building with large classrooms, a fantastic school library, a sensory room and on-site Forest School facilities

We have a consultative, highly supportive Leadership Team and Governing Body

Staff and children's wellbeing is very important to us: we are a happy school community

## WE ARE LOOKING FOR A SENCO TO JOIN US WHO:

Is able to inspire and motivate children and adults

Is passionate about inclusive education

Is an outstanding teacher and able to lead on SEND interventions

Enjoys working with others and being part of a team

Our school is 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 Mrs Alex DeDominicis at [admin@harrinonhill.hackney.sch.uk](mailto:admin@harrinonhill.hackney.sch.uk)  
Alternatively, send by post:  
**Harrington Hill Primary  
School Mount Pleasant Lane  
London E5 9JG**
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 worked with (if applicable).

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Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange a visit to our school please contact Mrs Alex DeDominicis on: 0208 806 7275 or email her: [admin@harringtonhill.hackney.sch.uk](mailto:admin@harringtonhill.hackney.sch.uk)

**We look forward to receiving your application.**

## JOB DESCRIPTION

<b>Post Title:</b>	SENCo
<b>Responsible to:</b>	Governing Body and Head of School
<b>Salary:</b>	MPS and TLR2b
<b>Direct Reports:</b>	class based support staff, external agencies related to inclusion
<b>Responsibility:</b>	Leading inclusion across the school, including those pupils with SEND and/or medical needs. Ensuring the effective implementation of the SEN Code of Practice and inclusion policies. To also include Safeguarding and Child Protection.
<b>Contacts:</b>	Governors, Executive Head Teacher, Head of School, Senior Leaders, Business Manager, other school staff, pupils, parents, caregivers, and other outside bodies, including the Local Authority

**Teaching Commitment:** Some weekly whole class teaching each week to support teaching and learning

### Main Duties:

All members of the school's Leadership Team are expected to:

- Demonstrate leadership by example.
- Set high standards, acting as role models for colleagues.
- Show a commitment to enabling all students to maximise their achievements.
- Contribute to the provision of a safe, secure learning environment.
- Support the school's vision of 'Striving for Excellence.'
- Manage staff in a way that promotes their skills, confidence and expertise.
- Invest in, and develop relationships with staff, pupils, parents and the wider community.

Participate in the school's performance management process.  
Contribute to school self-evaluation and school development planning.

### The main purpose:

The SENCo under the direction of the Head of School will:

- Determine the strategic development of special educational needs policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and coordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Be an excellent teacher with a thorough understanding of differentiation.
- Share the responsibility for safeguarding and child protection.
- Support all staff in achieving the priorities and targets the school sets itself, and to provide support and guidance in implementing the curriculum.
- Carry out performance management of designated staff.
- Hold or be willing to undertake the National Award for SEN Coordination.

### The Inclusion aspect of the role will include:

- Being the SENCo for the whole school, ensuring that all pupils' needs are met.
- Be responsible for the children with medical needs, working closely with the school nursing team.
- To be familiar with, and be able to interpret key data to drive pupils' improvement and close the gap for all groups of pupils.
- To evaluate the attainment of vulnerable groups of pupils and the strategies used to raise attainment.
- Work with senior leaders to ensure the school meets its responsibilities under the Equality Act 2010.
- Having a thorough knowledge & understanding of the National Curriculum and the SEN Code of Practice and the other local or national agendas.
- To work across the school in an advisory and management capacity, providing support and training for colleagues, including organising and quality assuring the implementation and delivery of any intervention programmes.
- To contribute to the professional development programme for the school including coaching, mentoring and modelling work in the school.

To undertake professional training and to keep up-to-date with new initiatives across the curriculum and within all areas of inclusion.

To keep apprised with local and national developments relating to Inclusion and be able to disseminate information as appropriate.

To have experience of dealing with outside agencies and act as a key point of contact.

To keep accurate records in accordance with the school's policies.

Prepare and review information that the Governing Body is required to publish.

To provide a written report concerning the management of SEN to the Governing Body on an annual basis and meet with the school's partner governor for inclusion at least twice a year.

Be responsible for monitoring and reporting to key parents on the progress of pupils.

To undertake responsibility for the selection of resources for the areas of responsibility, accounting to the Head of School for the expenditure of the delegated budget allocation for the subject.

### **Personal Responsibilities**

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To promote the safeguarding and welfare of children, and follow school policies and the staff code of conduct.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

To undertake training and professional development as appropriate.

To undertake other duties appropriate to the post that may reasonably be required from time to time.

### **General:**

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that their professional duties are discharged effectively.

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.

The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.

The postholder may be required to work outside normal school hours on occasion, with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.

## PERSON SPECIFICATION

You must demonstrate on your application form that you meet the following essential criteria:

	Essential	Desirable	How Tested
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree level qualification.</p> <p>Postgraduate professional qualification, eg. Postgraduate Certificate in Education.</p> <p>National Award for SEN Coordination, or a willingness to complete it</p>		<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Substantial classroom experience</li> <li>2. Evidence of ability to work successfully as a leader and manager in a school,</li> <li>3. Proven experience of high standards of primary classroom practice and of leading an area of curriculum/interventions.</li> <li>4. Evidence of use of assessment strategies, including Assessment of Learning.</li> <li>5. Evidence of a secure use and understanding of tracking of attainment, impact analysis and identifying next steps.</li> </ol>	<p>1 (i) Preferably across the Foundation Stage, Key Stage 1 and 2, in at least one multicultural, inner-city school.</p> <p>2(i) To include membership of middle management team and some experience as a SENCo/Inclusion Co ordinator.</p>	<p>Application Form</p> <p>Interview</p>
<b>Personal Qualities</b>	<ol style="list-style-type: none"> <li>1. Proven ability to solve problems and strategically plan for improvement.</li> <li>2. Commitment and willingness to meet the needs of the ethos and flexible working arrangements of a diverse inner-city school.</li> <li>3. Evidence of the personal and intellectual qualities required to set an example to others and to lead a team.</li> <li>4. Respect the views of parents, carers and children, and a commitment to the involvement of these groups in the learning process.</li> <li>5. Ability to communicate orally and in writing effectively with colleagues, governors outside agencies and parents/carers.</li> </ol>	<p>Confident in leading staff meetings, when required.</p> <p>Knowledge and understanding of Makaton.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>

<b>Knowledge, Skills and Ability</b>	<ol style="list-style-type: none"> <li>1. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.</li> <li>2. Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.</li> <li>3. Evidence of the skills and abilities required to advise and support teachers in their classroom practice, including the effective maintenance of record keeping and the writing of reports.</li> <li>4. To be familiar with, and be able to interpret data to drive pupils' improvement.</li> <li>5. To be able to line manage staff effectively.</li> <li>6. To keep accurate records in accordance with the school's policies.</li> <li>7. Evidence of communicating effectively both orally and in writing, giving clear instructions.</li> <li>8. A high level of competence in ICT.</li> </ol>		Application Form Interview References
<b>Teaching and Learning</b>	<ol style="list-style-type: none"> <li>1. Evidence of a good understanding of a range of teaching styles and approaches</li> <li>2. Evidence of the ability to raise achievement ensuring that the needs of individual /groups of pupils are met.</li> </ol>		Application Form Interview References
<b>Equal Opportunities</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a clear understanding of and a commitment to equal opportunities and give evidence of effective implementation within a school.</li> <li>2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ol>		Application Form Interview References



