

# Assistant SENDCO

(37.5hrs per week/40 weeks a year)

## Candidate Information



# Welcome from Education South West

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Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children's lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of and broad and balanced curriculum. Sport, art, technology drama and music play a key role in all our schools.

We encourage innovation, creativity, and individuality. By sharing this individuality and creativity we believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is necessary. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the best they can, leading effective teams at every level, growing future leaders, and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

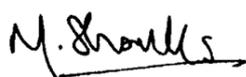
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always looking to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place immense importance on:

- people who go the extra mile.
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others.
- a desire to ensure that everything that is done within schools is the best it can be.
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace.
- the ability to develop positive relationships with pupils, students, and parents.
- good interpersonal and communication skills when liaising with stakeholders.
- a good sense of humour.
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW.

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks  
CEO

# Welcome from Coombeshead Governors

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Dear Candidate,

This is an exciting time for Coombeshead Academy. The Governing Body look back over the last few years with a sense of real pride in what continues to be achieved by the leadership, staff and students of Coombeshead Academy.

I never cease to be amazed at the commitment, talent and hard work from the staff that I see when I visit. The students are a real credit to the community and make giving up my time a privilege.

The Headteacher and senior leadership team have a common sense of purpose and vision; you will enjoy the backing of a dedicated and supportive team of governors who will value your contribution to the creativity and innovation of an existing first-class team of staff.

Most importantly you will be someone whose focus is on helping every single student within our academy to maximise their potential and be the best that they can be during their time with us.

Thank you in advance for the time that I know you will commit to this process.

Yours faithfully



Paul Sampson  
**Chair of Governors**

# Letter from the Principal

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Dear Colleague

## **Assistant SENDCO**

- **37.5 hrs per week – 08.30am – 4.30pm**
- **40 weeks a year (39+1 week to be used flexibly to accommodate meetings)**
- **Grade D10 -12    £21322 to £22183 (pro rata)**
- **Start – as soon as possible**

Thank you for your interest in Coombeshead Academy and the position we have available. I am delighted that you are considering joining our team and I hope that this information pack, along with the school website, gives you all the information that you need to apply for the post.

Coombeshead Academy is an inspirational place to work and visitors to the school all comment on the warmth, behaviour and qualities of our young people. The fantastic resources, school buildings, and the strong supportive relationships evident between staff and students make Coombeshead a special place to work.

This is an opportunity to join the school at an exciting point in our journey as part of Education South West. Education South West is a multi-academy trust of 11 schools spanning primary, all-through and secondary: nearly 5,000 students and 600 staff in total. We are the 4<sup>th</sup> largest trust in Devon. The trust has both a teaching and research school sitting at the heart of its organisation which drives opportunities and improves the quality of provision across our schools.

The aim of the Trust is simple: *to work together so that children can lead great lives.*

We are fortunate to be able to attract a high calibre of staff to Coombeshead Academy. Our drive is to offer you:

- The opportunity to work in a school where all staff are viewed as part of the family.
- Somewhere where leaders look after you as well as encourage you to pursue your aspirations and goals.
- A school where the classroom and the learning experience for young people is the centre of everything that we do.
- Shared schemes of learning and resources which support your workload.
- A school with a healthy view of the work life balance needed to be a great teacher.
- The freedom to experiment in your own classroom.
- A sensible and balanced approach to marking and feedback.
- A clear behaviour policy which supports you to be able to teach with enthusiasm and freedom to a receptive audience.
- Opportunities to share your practice and learn from others across the trust and South West Teaching School Alliance.

Our staff are friendly and supportive, and we offer a full range of professional development opportunities no matter what stage you are at in your career. Many of our senior and middle leaders started as teachers with us and have developed into incredibly talented practitioners. We offer internal and external training through our National Professional suite of qualifications including NPQML and NPQSL - your professional development is important to us.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

If you wish to visit the school or have any questions about this role, please feel free to contact the school and ask to speak to my PA, Caroline Battong. Applications must be made by completion of an application form, and candidates invited to interview must supply a signed copy of their application form before their interview takes place. We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure.

The closing date for applications is **Wednesday 20 October at 9am** with interviews on **Friday 22 October**.

Yours faithfully



**Robert Coles**  
**Headteacher**

## **THE DEPARTMENT**

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The department consists: an Assistant Head, SENDCO; Assistant Team Leader; Learning Hub Coach; numeracy learning coach; learning coaches who support in lessons and deliver interventions relating to the different areas of SEN.

### **THE POST**

Required as soon as possible to be part of the SEND team. You will take a pro-active role in SEND for the Assistant, SENDCO and SEND team.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

We are very clear in our belief that the staff are our best resource and invest a lot of time and resources in continuous professional development. We place a great deal of importance in supporting staff to continually develop. Our policy is to train our own staff who can then lead others.



## Coombeshead Academy

### Job Description

Post Title: **Assistant SENDCO**  
Responsible to: **Assistant Headteacher - SENCO**  
Scale: **Grade D10 -12 £21322 to £22183 (pro rata)**  
Start: **As soon as possible**

#### Main Purpose of the Post

The post holder would provide administrative support to the SENCO and do primary liaison. Promotion and development opportunities will be open to a suitable candidate.

#### Duties and Responsibilities:

1. Support the SENCO in managing and implementing the process of assessment and testing for student with special educational needs and disabilities.
2. Support the SENCO in managing all aspects of record keeping in relation to students' access arrangements.
3. Support the SENCO in maintaining a high standard of record keeping, including the SEND register, for all students with special educational needs and disabilities.
4. Support the SENCO in the overall management of the annual review process.
5. Be responsible for the primary liaison transition work.
6. To produce accurate agendas and minutes from all meetings relating to pupils with special educational needs and disabilities.
7. To communicate on behalf of the SENCO with key members of staff and outside agencies, including referrals, to ensure pupils with special educational needs and disabilities receive excellent levels of care and support.
8. To communicate on behalf of the SENCO with parents of pupils with special educational needs and disabilities.
9. To support the SENCO in maintaining timetables and rotas for teaching assistants.
10. To respond to email, telephone and other queries as necessary.
11. To undertake general office duties such as photocopying, refreshments and filing.
12. To undertake other such reasonable tasks as directed by the SENCO.
13. To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information;
14. To remain aware and work within all relevant school working practices, policies and procedures;
15. To attend staff meetings and school-based INSET as required;
16. The role is based at Coombeshead Academy but you may be required to work in any Trust school within the local area as directed, where the operational need requires it
17. To be responsible for your own continuing self-development, undertaking training as appropriate.

## Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post



# COOMBESHEAD ACADEMY

## Assistant SENDCO

### Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>Experience of administrative work</p> <p>Excellent IT skills including practical experience of word processing, e-mail and other Microsoft Office applications</p>	<p>Some practical experience of administrative work within a school/college environment.</p> <p>Experience of school information management systems e.g. Progresso</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b><u>Education &amp; Training</u></b>	<p>Attainment of 5 GCSE qualifications (or equivalent) including Maths and English (educated to Level 2 standard).</p>	<p>Level 3 qualifications or equivalent (e.g. A Levels)</p> <p>C or above in GCSE English</p>	<p>Application form</p> <p>Education Certificates</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Excellent oral, communication and written skills</p> <p>Excellent organisational skills</p> <p>Able to respond positively and flexibly at all times</p> <p>Ability to set priorities to enable work to be done efficiently under pressure and to meet deadlines.</p> <p>Proficient IT skills</p>	<p>Knowledge of issues relevant to special educational needs and child development including the SEN code of practice</p>	<p>Application form / references / Interview</p>
<b><u>Any Additional Factors</u></b>	<p>Able to prioritise between different demands and to work to deadlines</p> <p>Discreet and confidential</p> <p>Self-motivated, and able to work in a team</p> <p>Willing to learn and take on new ideas and developments</p> <p>Compassionate and sensitive approach to children and their needs</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>		<p>Interview</p>

# How to apply



## Application deadline

Completed applications must be received by **Wednesday 20 October at 9am**

Please submit your application to Caroline Battong:

[caroline.battong@educationsouthwest.org.uk](mailto:caroline.battong@educationsouthwest.org.uk)

## Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

It is the Governors' Policy to ask to see original certificates for all qualifications of A Level or equivalent, and above, at interview.

## Discussion and visits

Informal discussions with the Assistant Headteacher are welcomed, as well as visits to the School. Please arrange a suitable time with Caroline Battong

[caroline.battong@educationsouthwest.org.uk](mailto:caroline.battong@educationsouthwest.org.uk). Telephone: 01626 248971

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.



**Blackawton Primary School \* Christow Community Primary School \* Coombeshead Academy \* Dartmouth Academy  
East Allington Primary School \* Kingsbridge Community College \* Kingswear Primary School \* Rydon Primary School  
Stoke Fleming Primary School \* Teign School**

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