



CHARLES DARWIN SCHOOL APPOINTMENTS

**Assistant SENCO
36 hours a week, 40 weeks a year
£29,082 (actual salary)**

THE SCHOOL

Charles Darwin School is a highly successful co-educational comprehensive school for students aged 11-18 which has been serving the local community since 1973. It is one of two schools operated by Charles Darwin Academy Trust; the other school is Biggin Hill Primary School.

Charles Darwin is a "good" school (Ofsted 2018) with an ethos that encourages academic rigour, high expectations and a well disciplined approach to learning. The school is very popular and has 1326 students including the Sixth Form.

Set in the heart of the green belt and on the edge of Biggin Hill, the school is surrounded by open spaces. The school has extensive sports and community facilities which include floodlit tennis courts, a multi-gym and a floodlit 3G pitch. The school also runs the Darwin Leisure Centre which is located on the school site.

At the heart of the school are its distinctive ethos and a shared vision which are supported by the staff, students, parents and governors. This ethos and vision have helped to create a very strong caring and cohesive community based on the enduring values of high achievement, friendship, respect and compassion for others. This philosophy is supported and evidenced by the excellent relationships which exist between the staff and students. The school enjoys a low staff turnover and is able to attract and retain well qualified and committed staff. There is an excellent programme of support for both new and experienced staff.

Staff wellbeing is a key focus for the school with an Assistant Headteacher having specific responsibility in this area. A number of "treats" are arranged throughout the year and the school runs a "Staff Hero of the Month" award where the winner receives a £50 voucher of their choice. In addition, some of the many benefits staff enjoy are free on-site parking, free tea/coffee at break, child-care vouchers, a cycle to work scheme, free flu vaccinations and the opportunity to join outstanding residential trips such as trips to Iceland, Zanzibar and the annual ski-trip.

THE POST

This new full-time, term time only post is available from February/March 2023.

We are seeking to appoint an Assistant SENCO to provide support to her and the Learning Development department in the provision for pupils identified as having Special Educational Needs (SEN), including promoting high quality teaching, a diverse curriculum, effective use of resources and high standards of learning and achievement for all pupils.

This Assistant SENCO will work closely with the SENCO and Learning Development Department to take an active interest in the wider aspect of learning support and inclusion within the school, helping to remove barriers to learning where they exist.

The successful candidate will also work with an allocated group of key SEND students, delivering suitable programmes of work and being the first point of contact in respect of their needs.

Applicants should have experience of working in an SEN department, supporting children with various special educational needs, teaching in small groups and undertaking relevant interventions.

This post would suit someone with HLTA experience with SEN students.

The SEND department is line managed by the school's SENCO and includes a SEND Administrator and a team of Learning Support Assistants who provide small group and 1:1 interventions alongside in-class support for students.

Previous experience of a similar role in a school would be advantageous.

Specific duties are detailed in the attached job description.

The post is offered at Senior Officer 1 of the Charles Darwin School Non-Teaching staff pay scale, actual starting salary is £29,082.

The post holder will be required to work 5 days a week, 40 weeks per year (pupil days plus 7 days to be worked during school closure). The standard working day is 08.00 – 16.00 Monday to Friday.

The successful candidate will be eligible to join the Local Government Pension Scheme.

Please note that holidays during term time are not permitted.

THE PERSON

The person appointed to this post will:

- Have knowledge and understanding of SEND
- Have experience of working with students with Special Educational Needs.
- Be committed to achieving the best outcomes for all students
- Be able to evidence an active contribution to the successful development of students with SEND related issues or other significant vulnerabilities
- Have experience of working within a team, advising colleagues of SEN issues and suggesting strategies for support
- Have experience of working with small groups of SEN students to deliver specific intervention
- Have good IT skills with a working knowledge of Microsoft Office. A working knowledge of SIMS, or equivalent school management system would be advantageous
- Have the ability to communicate with children and members of staff clearly and accurately
- Have effective oral and written communication skills with a good standard of English
- Have strong interpersonal skills
- Be honest and trustworthy
- Be patient and empathetic
- Be able to remain calm under pressure and meet statutory and internal deadlines
- Have the ability to work as part of a team or alone as necessary
- Be reliable and punctual
- Have common sense and initiative
- Be aware of confidentiality guidelines
- Have knowledge of child protection issues and when it is important to pass on information
- Have a commitment to equal opportunities and to safeguarding and promoting the welfare of children and young people

Any offer of employment will be subject to an Enhanced Disclosure with the Disclosure and Barring Service and full background checks.

If you would like to join our committed and friendly staff in this highly successful school please send your completed application form and covering letter to Julie Hodgkinson, Personnel and Administration Manager at jho@cdarwin.com.

Closing date: Thursday 2nd February 2023

CHARLES DARWIN SCHOOL

Job Title: Assistant SENCO

Post Holder:

Responsible To: SENCO

Responsible For: Assisting the SENCO and Learning Development Department in the provision for pupils with Special Educational Needs

Grade: Scale SO1

Hours: 36 hours per week, 40 weeks per year (pupil days + 7 additional days)
The post holder will be expected to work from 08.00 - 16.00

Duties and Responsibilities

1. Main Responsibilities:

- To be responsible with other colleagues for the SEND office and to ensure that the area is well organised and that a business and professional environment prevails
- To ensure work is presented to a high standard and that personal contacts are conducted in an efficient and courteous manner
- To ensure confidentiality is observed at all times with regard to the work of the school
- In all aspects of the post to have regard to the school's policies including Equality and Child Protection
- To maintain training commensurate with the role

2. Main Purpose

- To assist the SENCO and Learning Development team in managing the provision for pupils identified as having Special Educational Needs, including promoting high quality teaching, a diverse curriculum, effective use of resources and high standards of learning and achievement for all pupils.
- To work closely with the SENCO and Learning Development department and to take an active interest in the wider aspects of learning support and inclusion within the school, helping to remove barriers to learning where they exist.
- To work with the SEND team in achieving statutory objectives.

3. Key Accountabilities

- Assist the SENCO with the identification, assessment and provision for all children with Special Educational Needs or disabilities
- Support the SENCO with planning a strategic vision for the Department
- Raising standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress
- Advising staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed
- Collaborating in the preparation for and hosting of Annual Review meetings with students and families
- Liaising with staff about students with SEND and, where necessary, under the guidance of the SENCO, refer students to the appropriate external agencies for further support
- Engage in liaison meetings with appropriate outside agencies, under the direction of the SENCO and to facilitate opportunities for external agencies to work with students and staff when appropriate
- Advising staff as appropriate of the needs of students with SEND and of suitable methods and strategies to remediate these needs
- Monitoring student progress through the use of school wide assessment data to ensure that appropriate intervention strategies that raise overall standards are implemented
- Under the direction of the SENCO, managing and deploying available resources including assisting in the day-to-day line-management of staff working within the department

4. Key Tasks

- To assist with the smooth day-to-day running of the Learning Development Department
- To keep up to date with national developments in SEND and to remain informed of recommended teaching practice and methodology
- In conjunction with the SENCO to research curriculum appropriate programmes of study for key SEND students
- To have an allocated group of key SEND students and be the first point of contact in respect of their needs
- To plan and deliver small group interventions for SEND students programmes of work and in-class support strategies for students with SEND
- To assist in planning for staff development and INSET training with regard to SEND where appropriate
- To assist in the process of ensuring that students are tested for appropriate examination concessions in respect of their needs
- To provide termly reports to the SENCO on departmental intervention performance and resultant student progress so that interventions can be refocused as appropriate
- To positively engage with parents and carers, forming strong links to communicate regarding all SEND issues relating to their child
- To assist with the writing of applications for statutory assessment if required.

5. General

- Such other duties commensurate with the level of the post as may be required from time to time.

Accountability and Discretion

- To take and be accountable for all decisions made within the parameters of the job description.

Notes:

1. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.
2. This job description will form the basis of the post holder's appraisal.
3. All staff at Charles Darwin School are expected to work in line with the School's Aims and Policies and endeavour to maximise pupil potential.

Signed Date

January 2023