

Nacton C of E Primary School

**SENCO**

Permanent Contract

Candidate Information Pack 2024

Nacton C of E Primary School

The Street

Nacton

Suffolk

IP10 0EU

Tel 01473 659370

Email: [admin@nacton.suffolk.sch.uk](mailto:admin@nacton.suffolk.sch.uk%20)

**Information about the school**

Number of children on roll: 93 (PAN 14)

Dear Applicant,

Thank you for requesting information about the SENCO position at Nacton C of E Primary School.

Enclosed you will find the job description and person specification.

Nacton C of E Primary School is a small village school with a family feel. We build strong foundations, rooted in the teachings of the Bible and example of Jesus, to enable our children to reach their fullest potential. They learn to value themselves, cherish one another and take responsibility for the world. From this sense of security and belonging, it is our aim they ‘flourish and fly’ now and in the future.

We are seeking to appoint a SEND Coordinator with a passion for ensuring all children have access to excellent educational opportunities. You will be responsible for leading and developing the inclusion provision within the school. You will be adaptable, flexible, resourceful and passionate. You will be able to work collaboratively with our team as well as external stakeholders.

Our values are central to school life. These include compassion, community, respect, friendship, endurance and curiosity. We are looking for someone who shares these values too.

If you want to find out more about our school do check our website - [https://www.nacton.suffolk.sch.uk](https://www.nacton.suffolk.sch.uk/our-christian-vision-and-values/) or come and meet us!

**Closing date: 9am 16th May 2024**

**Interview date: 22nd May 2024**

Nacton C of E Primary School is committed to safeguarding and promoting the welfare of children and

young people and expects all staff to share this commitment. Successful applicants will need to

provide evidence of their identity and the ‘Right to Work in the UK’. An enhanced DBS check is required

for all successful applicants and we will seek two references (one being your most recent employer); an example of the reference request form is enclosed in this pack.

I look forward to receiving your application.

Yours sincerely,

Gemma Taylor

Headteacher

**Enclosed**

1. Job Description

2. Person Specification

**Nacton C of E Primary School**

**Teaching Staff Job Description**

TITLE: SENCO

Organisation: Nacton C of E Primary School

Place of work: Nacton

Pay range/ point: MPS/UPS + SEN allowance

Job Term: 0.2

Appointment: Permanent

Responsible to: Headteacher

Date: September 2024

**Purpose of Post**

The SENCO, under the direction of the Headteacher, will:

* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination 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.

**Areas of responsibility and key tasks:**

* Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
* Ensure that the school carries out its statutory responsibilities regarding all students with an Education Health Care Plan (EHCP).
* Support all staff in understanding the needs of SEN pupils.
* Monitor progress towards targets for pupils with SEN.
* Analyse and interpret relevant school, local and national data.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

**Teaching and Learning**

* Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
* Work with staff to develop effective ways of bridging barriers to learning through:
  + assessment of needs
  + monitoring of teaching quality and pupil achievement
  + target setting – EHCPs, or Provision Maps
  + keeping accurate records.
* Collect and interpret specialist assessment data to inform practice.
* Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
* Work with all staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils

**Leading and managing**

* Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
* Advise on and contribute to the professional development of staff, including whole school INSET provision;
* Provide regular information to the Headteacher and Governors on the evaluation of SEN provision.

**Effective deployment of staff and resources**

* Advise the Headteacher of priorities for deployment of staff, and utilise resources with maximum efficiency;
* Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies;
* Work with external agencies to maximise resources made available

**Other professional requirements**

* Co-ordinate all Annual Reviews.
* Exercise a key role in assisting the Headteacher and Governors with the strategic development of SEN policy / provision.
* Undertake such reasonable activities that the Headteacher may from time to time require.

**Nacton C of E Primary School**

**SENCO Specification - Requirement of the post**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Source of Evidence** | **Requirement** |
| **Qualifications** | | |
| Qualified Teacher Status | A | E |
| National Award for SEN Coordination, or a willingness to complete it | A | E |
| Evidence of continuous participation in in-service development and a commitment to further professional development | A | D |
| **Experience** | | |
| Substantial primary classroom experience | A, I & R | E |
| Experience of setting targets and monitoring, evaluating and recording progress | A, I & R | E |
| Works effectively within a team | A, I & R | E |
| Experience of conducting training/ leading professional development | A, I & R | D |
| Able to support and promote the school’s ethos, including Christian values of the school | A & I | E |
| **Knowledge** | | |
| Sound knowledge of the SEND Code of Practice | A, I & R | E |
| Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies | A, I & R | E |
| How to advise and motivate teaching staff with SEN initiatives | A, I & R | E |
| Ability to plan and evaluate interventions | A, I & R | E |
| Present clearly a wide range of specialised information to both educationalists and non educationalists | A, I & R | E |
| To be familiar with, and be able to interpret data to drive pupils’ improvement. | I & R | E |
| A clear understanding of a teacher’s responsibilities to safeguard children | A, I & R | E |
| **Skills and abilities** | | |
| How to develop SEN policy | I & R | E |
| Establish and maintain excellent professional relationships with pupils, parents and colleagues | A & I | E |
| Set high expectations of all pupils and be committed to raising educational achievement | A, I & R | E |
| Maintain confidentiality | A, I & R | E |
| To keep accurate records in accordance with the school’s policies. | A, I & R | E |
| Willingness to assist and participate in the wider aspects of school life. | A & I | E |

**Key**

A= Application Form, I = Interview, R= Reference

E= Essential D= Desirable