



Uckfield College

Recruitment Information Booklet

**SENDCO
MPS/UPS plus TLR 1A**

Contents

Welcome letter from the Principal	2
About Uckfield College	3
Uckfield College Vision and Ethos	4
Our Staff.....	4
Advert for SENDCO	5
Job Description for SENDCO	6-8
Person Specification for SENDCO	9
Department Structure and Organisation.....	10-11
The Application and Appointment Arrangements	12



Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



SENDCO (MPS/UPS)

Hours	Full Time
Commencement	1 st September 2019
Contract	Permanent
TLR	TLR1A

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 25th February at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.



Job Description

Job Title: SENDCO

Responsible To: Assistant Headteacher – Teaching and Learning

Main Purpose of the Job

- To work closely with the Principal, Strategic Leadership Team (SLT) and colleagues in the strategic development of the College's Special Educational Needs and Disabilities (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND student attainment and achievement;
- To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal;
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

- Students: accountable for the learning and progress of all students with Special Educational Needs and Disabilities.
- Staff: accountable for the direct line management of teaching staff, Learning Assistants, tutors and other relevant personnel within the department.
- Resources: accountable for the teaching and learning budget allocated to this curriculum area; the physical learning environment.

Key Accountabilities

Strategic Direction and Development:

Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

- Exercise a key role in assisting the Principal and Governors with the strategic development of SEND policy/provision, including Government policies. Implement policies and practices which reflect the College's commitment to high achievement and effective teaching and learning;
- Develop and implement policies and practices which reflect the College's commitment to the five outcomes for children within the Every Child Matters framework;
- Support all staff in understanding the needs of SEND students and ensure the objectives to develop SEND are reflected in the College Development Plan;
- Lead developments across all curriculum areas for SEND students which identify clear targets, timescales and success criteria for the Curriculum Area Development Plan;
- To monitor progress of objectives and targets for students with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- To lead the development of option choices, syllabus choice and schemes of learning for SEND students taking account of College and National trends;
- Ensure the maintenance and availability of accurate and up to date information about the SEND department;
- To analyse and interpret relevant College, local and national data and advise the Principal on the level of resources required to maximise achievement;
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision;
- Create a positive atmosphere for learning for all SEND students across the Curriculum area including the development of positive behaviour for learning;
- To contribute to the development of College policy;
- Act as a Champion for your Curriculum area and contribute to whole College issues;
- Implement College policies and procedures e.g. Equal Opportunities, Health and Safety, SEND, Literacy, Numeracy and ICT across the curriculum area;
- To ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities;



- To ensure there is an overall Provision Map detailing the opportunities, support and interventions for SEND students at each Key Stage along with data showing the impact of the interventions.

Leading and Managing Staff:

Provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

- Provide professional guidance to staff to secure good teaching for SEND students, through both written guidance and meetings;
- To develop and sustain a shared vision and common purpose and to secure commitment from your team;
- Provide regular information to the Principal and Governing Body on the evaluation of SEND provision;
- To be a positive role model for your team/department;
- To develop team-working strategies;
- To oversee the co-ordination of INSET provision that meets the training needs of the team;
- To use coaching and mentoring strategies as appropriate to develop team members;
- Line management of a team to include Performance Management;
- Where relevant to provide advice on threshold, upper pay spine and other professional development opportunities;
- To be aware of the welfare and wellbeing of staff in the Department.

Teaching and Learning:

Secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

- Support the identification of and disseminate the most effective teaching approaches for students with SEND;
- Work with the Principal and colleagues to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and student achievement
 - target setting, including learning targets
 - developing a recording system for progress;
- Collect and interpret specialist assessment data to inform practice;
- Undertake day-to-day coordination of SEND students' provisions through close liaison with staff, parents and external agencies;
- Work with head teachers, teachers, key stage coordinators and pastoral staff to ensure all students learning is of equal importance and that there are realistic expectations of students;
- Consider the range of teaching strategies/equipment that could be utilised for students at School Action Plus;
- Pedagogy and methodology - to draw upon best practice in teaching and learning and share across the team e.g. thinking skills;
- To develop the use of lesson observations to improve practice i.e. part of College self-evaluation and review and internal procedures;
- Reporting on student progress;
- Educational enhancement (booster classes, trips and visits);
- Co-ordinate praise, rewards and good news/publicity about SEND student participation and achievement.

Deployment of Resources:

Identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

- Advise the Principal and Governing Body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency;
- To manage the SEND budget to ensure Best Value for Money;
- To maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the College and SEND policies;
- To co-ordinate the organisation and maintenance of equipment and stock;
- To plan, deliver and evaluate the most effective impact on student progress of funds, e.g. Pupil Premium;
- To implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH;
- To oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity;
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department with the cover supervisor/relevant staff;
- To be responsible for the efficient and effective deployment of the staff team;
- To participate in the selection of staff new to the College and/or to teaching and to ensure effective induction;
- To set up review procedures to support staff promoted to new posts within the department.



Communication

- Communicate and consult with parents and Governors where appropriate;
- To contribute to the corporate life of the college and represent the department through effective participation in meetings e.g. Curriculum Leaders; Leadership Team and Key Stage discussions;
- To liaise with external agencies as appropriate;
- To chair meetings as appropriate;
- To take responsibility for Curriculum area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools;
- To represent the wider department area as and when required;
- To ensure School Based Support Plans and EHCPs are produced and communicated effectively with key stakeholders.

Curriculum Development

- To lead on and evaluate SEND development and provision (in order to ensure appropriate challenge and success for every student);
- To keep up to date with National SEND developments and teaching practice and methodology;
- To actively monitor and respond to SEND development and initiatives at National, Regional and local levels.

Quality Assurance

- To ensure the effective implementation of High Reliability protocols across the Curriculum area;
- To evaluate the practice within the department and reporting and evaluate on examination performance in line with the College self-evaluation process;
- Developing the use of Student Voice across the department;
- To evaluate the impact of pedagogy and practice across the College, including Learning Walks and Work Scrutiny.

Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.



Person Specification: SENDCO

	Essential Criteria	Desirable Criteria
Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Graduate 	<ul style="list-style-type: none"> • A specialist qualification in SEND
Experience	<ul style="list-style-type: none"> • Experience of working with students with Special Educational Needs and Disabilities (this can be in a broader school context e.g. SEND students in a mainstream class) 	<ul style="list-style-type: none"> • Specialist knowledge and experience of pupils with Special Educational Needs and Disabilities • Specialist qualification in the field of SEND, e.g. Speech, Language & Communication or Dyslexia • Experience of working with pupils presenting challenging behaviour • Experience of developing and delivering training and guidance programmes • Experience of working with a range of professionals • Understanding of students on the autistic spectrum • Understanding of exam access arrangements
Personal	<ul style="list-style-type: none"> • Excellent classroom teacher • High quality interpersonal skills • Displays commitment to the protection and Safeguarding of children and young people • Team player • Flexible • Proactive and able to make decisions • Ambitious, personally and for the College • An educational vision focused on students • Excellent range of communication skills; listening as well as speaking, presenting, writing • Resilience • Positive 'can do' attitude 	<ul style="list-style-type: none"> • Aware of strategies to raise student achievement



Departmental Structure and Organisation September 2018

Learning Plus Department

Staff

Sam Mahoney	SENDCO Years 10-13
Cathryn Nyren	SENDCO Years 7-9
Gillian Hennebry	Special Needs Teacher – Exam Access Arrangements
Chloe Surrage	Senior Learning Assistant
Courtney Page	Learning Assistant – ASD Specialist
Jo Barnes	Learning Assistant
Wendy Beesley	Learning Assistant
Rosemary Bickmore	Learning Assistant
Sharon Chapman	Learning Assistant
Sasha Dixon	Learning Assistant
Diana Drewitt	Learning Assistant
Julie Juttner	Learning Assistant
Suzan Rawnsley	Learning Assistant
Katie Richardson	Learning Assistant
Julie Shingles	Learning Assistant
Emma Spicer	Learning Assistant

Accommodation

The department has a dedicated area within the main school building. Facilities include:

- the main teaching room with staff computer and display screen,
- 2x workstation rooms that have individual desks for students in our ASC facility,
- the quiet room which is resourced with lego, a comfortable chair and a light changing sensory lamp for ASC facility students,
- a kitchen area which is available to students and staff,
- 3x intervention rooms,
- physio room,
- Learning+ office.

Provision

We currently have six facility places available to students with an autistic spectrum condition.

In accordance with the 2015 SEN Code of Practice the department provision includes:

- **Communication and interaction** including speech language and communication (SLCN) and autism spectrum condition.
- **Cognition and Learning** including, moderate learning difficulties (MLD), severe learning difficulties (SLD), profound, multiple learning difficulties (PMLD) and specific learning difficulties (SpLD). SpLD encompasses a range of difficulties such as dyslexia, dyscalculia and dyspraxia.
- **Social, Emotional and Mental Health** including attention hyperactivity disorder (ADHD), attention deficit disorder (ADD), oppositional defiant disorder (ODD), trauma and attachment difficulties, anxiety and depression.



- **Physical and Sensory** including visual impairment (VI) hearing impairment (HI), multisensory impairment (MSI) and physical difficulties (PD).

In accordance with The Children and Families Act 2014, we also provide specific support for students with medical conditions.

Extra-curricular provision:

- Homework club for EHCP and ANP students
- Learning+ football

Meetings:

- Department meetings (1 hour) on Wednesdays after school (cycle of department, pastoral and whole staff meetings) throughout the year
- Twice weekly meetings with the Learning Assistants (before school)
- Parents' Evenings

CPD:

- Weekly Joint Professional Learning (1 hour 20 mins) on Monday afternoons. This is time used for CPD and joint planning (development of schemes of learning, intervention materials and resources).



The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 25th February at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible after this date. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email t.fletcher@uckfield.college.



Uckfield College

Love Learning for Life



Uckfield College
Downsview Crescent
Uckfield
East Sussex
TN22 3DJ

Email: office@uckfield.college
Telephone: 01825 764844
Website: www.uckfield.college

