



Westfield School

Deputy SENCO

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	4
Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.....	4
Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.....	4
Leading, developing and enhancing the teaching practice of other staff.....	4
Specific duties relating to this post	5
Support for the trust/school	5
Changes to these duties.....	5
Person Specification	7
Job Title: Deputy SENCO	7
Qualifications	7
Experience.....	7
Professional knowledge and understanding	7
Professional skills	8
Westfield School.....	9
Chorus Education Trust	10
To apply	11
Disability confident	11
Safeguarding	11

The vacancy

Post advert

Deadline for applications:	11.59pm on 9 th December 2024
Interviews to be held:	Wednesday 18 th December 2024
To start:	Easter 2025 or earlier if available

Westfield School is looking for a Deputy SENCO to join our SEN team. A background of working with SEN students is essential, and, if you are not already a qualified SENCO, a willingness to complete the training. Responsibilities will encompass all aspects of our SEND provision throughout the school, assisting the SENCO in managing the work of a team of Teaching Assistants whilst also building and maintaining effective working relationships with our students and their families, all support and teaching staff, and external agencies. The successful candidate will be an excellent classroom practitioner with high expectations.

Role summary

Post title:	Deputy SENCO
Grade:	TLR 2A (£3391) & SEN Allowance
Payscale:	M1 to UPS3
Responsible to:	DHT for Inclusion & SENCO
Responsible for:	Attainment and progress of our children and young people with SEND
Purpose of post:	Support the SENCO as their Deputy to ensure children and young people with additional and special educational needs and disabilities are supported to maximise their progress, achievement, and inclusion in the school
Version revised:	March 2023
Contract:	Permanent

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum

To support the SENCO to:

- provide strategic leadership for the development and management of a shared school ethos of inclusion and respect for learning and achievement of children and young people with SEND and additional needs in a mainstream and enhanced resource setting.
- identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- develop and monitor schemes of work and ensure successful implementation which meets curriculum requirements.
- have an overview of and contribute to the planning and delivery of continuous professional development and training related to the teaching of children and young people with SEND and additional needs.
- develop strategies for the use of other staff to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- monitor and evaluate pupil progress.

Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils

To support the SENCO to:

- ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils including monitoring progress and attainment.
- lead evaluation strategies to contribute to overall school self-evaluation.
- implement school quality procedures and to ensure adherence across the school.

Leading, developing and enhancing the teaching practice of other staff

To support the SENCO:

- To ensure the establishment of common standards of practice and develop the effectiveness of teaching and learning styles.
- To provide induction, support, and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers and staff.

Specific duties relating to this post

This will include:

- Responsibility for supporting the SENCO to ensure the school's provision for children with SEN and additional needs represents best practice in all aspects and complies fully with National and local policies and statutory frameworks.
- To support the SENCO to:
 - Maintain the school's SEN register and oversee the records on all students with special educational needs.
 - Ensure that LA and the Code of Practice procedures are followed in relation to statutory assessments and annual reviews.
 - Support the training of staff about the school's statutory obligations.
 - To meet with partner Primary staff to ensure smooth transition, KS2 to KS3, KS3 to KS4, KS4 to KS5 and to work/adulthood
 - To coordinate attendance at individual SEN meetings in final year of KS2 and KS4
- Support the SENCO as required to liaise within the Inclusion team on the creation of the SEND elements of the school improvement plan.
- Development and maintenance of effective relationships with individuals and organisations including parents, the governing body, the LA, external agencies and the wider community to further the achievement of the school's aims.
- Develop excellent liaison with parents/carers of all students with SEN.
- Develop and implement curricular and extra-curricular activities within the departmental area, in partnership with other agencies where appropriate.
- Be proactive in bidding for additional funds to support our SEND students from the LA and other funding streams.
- Support the SENCO to ensure the correct conduct of all school and public examinations involving SEN students:
 - Ensure that all administration connected with special exam arrangements for SEN students for public and school examinations is carried out efficiently, and that staff and students understand and meet the school's high expectations for the conduct of all examinations.
 - Other duties that will be needed in time to enhance the SEND provision within Chorus Education Trust.

Support for the Trust/School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Deputy SENCo

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
A relevant degree together with PGCE or equivalent teaching qualification (or currently an ITT/GTP trainee)	✓		A
Evidence of commitment to CPD to support areas of the job role.	✓		A/I/R
Detailed knowledge and understanding of the current issues in English education.	✓		A/I/R
SENCo accreditation		✓	A/I/R
Willing to participation in the SENCo accreditation course		✓	A/I/R
Experience			
Very good classroom practitioner with an excellent track record of student outcomes.	✓		A/I/R
Recent relevant experience of working with students with SEN	✓		A/I/R
Recent relevant experience of conducting annual reviews and working with external SEN agencies		✓	A/I/R
Knowledge and understanding regarding safeguarding, child protection and Prevent.	✓		A/I/R
Use of student performance data to inform classroom teaching and wider interventions..	✓		A/I/R
Professional knowledge and understanding			
An enthusiasm for innovation and developing teaching and learning.	✓		A/I/R
An excellent understanding of inclusion, engagement and how to motivate students.	✓		A/I/R
A sound understanding of modern pedagogy methods within the field of teaching students with Special Educational Needs.		✓	A/I/R

Knowledge and experience of intervention strategies.	✓		A/I/R
Professional skills			
A high commitment to learning and achievement.	✓		A/I/R
A passion for education and making a difference.	✓		A/I/R
Excellent interpersonal, planning and organisational skills.	✓		A/I/R
The ability to collaborate with other staff.	✓		A/I/R
Willingness to contribute to the wider life of the school.	✓		A/I/R
Commitment to safeguarding and promoting the safety and welfare of young people.	✓		A/I/R
Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents.	✓		A/I/R

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 09 December 2024
- Interviews to be held: 18 December 2024

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.