



Hawkesley Church Primary Academy

SENDCO and Safeguarding Leader

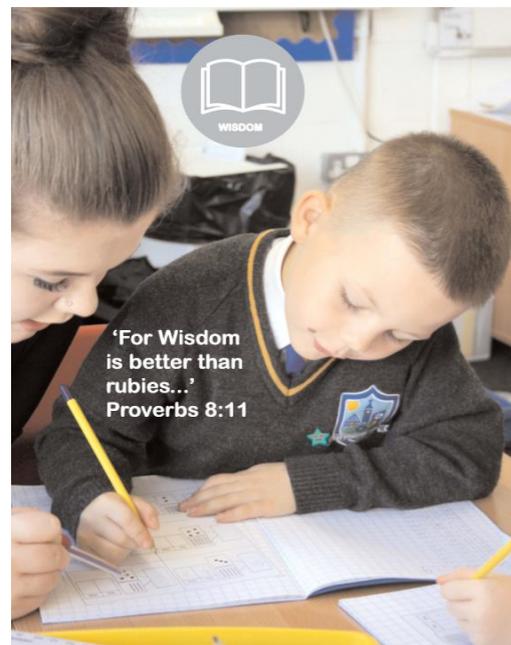
L1-L4

FTE (0.8 CONSIDERED)

Candidate Information Pack



'Let your light shine' Matthews 5:16





Dear Applicant,

Thank you for your interest in the post of **SENDCO and Safeguarding Leader**, at Hawkesley Church Primary Academy. I extend to you a warm welcome from all our children, staff, parents and Governors. We are committed to providing the highest standards of education for the community and children that we serve.

I am exceptionally proud to be the Headteacher of this thriving one form entry primary school in Kings Norton. We are a Church of England School which is part of the Birmingham Diocesan Multi-Academy Trust (BDMAT). Our Christian foundation underpins the ethos and life of the school.

We are close-knit school and have an established culture of supporting all within our community. At the heart of our school are the 223 children on our roll. We are lucky enough to have pupils from Nursery to Year 6. Learning and teaching is supported through our non-class based SENDCO, team of Learning Support Assistants and non-class based Senior Leaders, who act as coaches and mentors for staff. The Governing Body and wider BDMAT are very supportive and committed to the continued success of our school.



At Hawkesley, we are committed to providing a high quality and inspirational curriculum. Through actively supporting our practitioners, we strive to deliver exceptional standards of teaching and learning for the pupils that we serve. We are looking to recruit a SENDCO and Safeguarding Leader who is dynamic, enjoys a challenge and has a non-complacent approach to driving school standards.

You are more than welcome to visit us before making your decision to apply for the post. We would warmly welcome you to visit our fantastic school. Please contact the school office on 0121 459 6467 to arrange a mutually convenient time.

We look forward to meeting you.

Yours sincerely,

Mr Sam Smith
Headteacher



Our Ethos



At Hawkesley Church Primary Academy, we say to our pupils 'to let your light shine' Matthew 5:16. As staff, our role is to create a school, and deliver a curriculum, which equips our children to thrive and experience life in all its fullness (John 10:10).

To help our children to shine, the following four tenants are at the core of everything we do:

- **Greatness** – We take a non-complacent approach in working towards greatness in all that we do. Our children and community deserve the very best.
- **Learning Community** – We shape our school to be a place where everybody, no matter who you are, is growing, learning and developing together.
- **Golden Rule** – The bible teaches us, 'do to others as you would have them do to you' (Luke 6:31). This rule is featured within all of the world's major religions and is central to how we conduct ourselves. The Golden Rule helps us to maintain a harmonious school.
- **Same, but different** – We explicitly teach our children to recognise the similarities that bind us together, whilst developing the children's literacy of around the differences which enrich and diversify our lives.



SENDCO and Safeguarding Leader

Salary Range L1 - L4

Full time – Permanent contract
Part time (0.8) would be considered

From: January 2022

The Governors of Hawkesley Church Primary Academy are seeking to appoint an Assistant Headteacher to our exciting and vibrant school. Applications are welcome from all teachers other than Newly Qualified Teachers. The successful candidate will be an exemplary classroom teacher who is highly motivated, experienced and enthusiastic, who is motivated to share in the leadership and management of our school. Applicants will need to demonstrate recent experience of leading teaching and learning, whilst successfully impacting upon standards of education.

The successful applicant is:

- Competent in delivering high quality lessons which model consistently good/outstanding teaching.
- Able to support and develop other practitioners in order for them to meet the needs of all the pupils that they serve
- Contributes to the development, organisation and implementation of school policies on curriculum, teaching and learning and assessment
- Has the ability to initiate and lead change.
- Able to become an proactive member of the senior leadership team: bringing enthusiasm, imagination and commitment to Hawkesley Church Primary Academy.

We can offer you:

- A caring ethos where everyone, at all levels, is valued, supported and developed
- A happy, vibrant learning and working environment.
- Well-behaved pupils who are eager to learn.
- Highly effective, hardworking and adventurous staff.
- Supportive Governors and parents.
- Excellent support from Birmingham Diocesan Multi Academy Trust.
- Excellent opportunities for personal and professional development.

Hawkesley Church Primary Academy is a one form entry primary school, which includes a 0.6 Nursery provision. We are a Church of England Primary school which welcomes children and staff from all faith backgrounds and none. We are a happy and supportive team offering excellent professional development opportunities for the successful candidate.

Further information with regards to the school can be found on our website at

<http://www.hawkesley.bham.sch.uk>

Application forms for the post can also be found at <https://bdmatschools.com/vacancies/> alternatively, prospective applicants can request a form from: k.rhodes@hawkesley.bham.sch.uk

Please note we do not accept CVs. Completed application forms should be delivered to the school office or emailed to: k.rhodes@hawkesley.bham.sch.uk

Closing date for applications: Monday 18th October 2021 at 12 noon.

Hawkesley Church Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. An enhanced DBS will be required for this post.

Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. BDMAT is a Disability Confident employer.

Application Process:

Candidates should complete the application form and submit it (by hand, post or email) so that it is received no later than 12 noon on : **Monday 18th October 2021**

The application form will contain a full statement explaining how your current experience and skills matches the job description and person specification. Please provide a covering letter explaining why you are interested in our school. Applications which are submitted using a CV instead of the application form will not be considered.

Visits to the school are warmly welcomed and encouraged. Please telephone the school on 0121 459 6568 and speak with Mrs Rhodes to make an appointment.

Selection Process:

Shortlisted candidates will be invited to the interview day at Hawkesley Church Primary Academy. As part of the interview process, successful candidates will be required to present on a task that will be shared with candidates prior to the interview.

The interviewing panel will consist of members of the Senior Leadership Team, a representative of the BDMAT and a member of the Local Academy Board.

Interviews will be held on Thursday 21st and Friday 22nd October

Safeguarding:

Hawkesley Church Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment.

JOB DESCRIPTION: SENDCO and Safeguarding Leader

JOB PURPOSE

The SENDCO and Safeguarding, under the direction of the headteacher, will:

- Be the school's lead Designated Safeguarding Lead with responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the local authority and other external agencies.
- Lead the school's safeguarding team, in managing referrals, providing training to staff at all levels, raise awareness of practice and policies and to ensure effective record keeping.
- 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
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

DUTIES AND RESPONSIBILITIES

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil

- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Act as the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

SEND Leadership

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Safeguarding

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the school or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

- ensure the school or college's child protection policies are known, understood and used appropriately;
- ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

The SENDCO and Safeguarding Leader will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Other duties and responsibilities

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO and Safeguarding Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Line Management

1. Responsible to the Head Teacher.
2. Responsible for the line management of the inclusion and safeguarding team

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after consultation with the post holder. It will be signed if agreement is reached.

PERSON SPECIFICATION: SENDCO and Safeguarding Leader

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Designated Safeguarding Lead accreditation• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment• Degree
Experience	<ul style="list-style-type: none">• Teaching experience• Experience of working at a whole-school level• Involvement in self-evaluation and development planning• Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none">• Sound knowledge of the SEND Code of Practice• Understanding of what makes 'quality first' teaching, and of effective intervention strategies• Ability to plan and evaluate interventions• Data analysis skills and the ability to use data to inform provision planning• Effective communication and interpersonal skills• Ability to build effective working relationships• Ability to influence and negotiate• Good record-keeping skills
Personal qualities	<ul style="list-style-type: none">• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability• Commitment to supporting the school's Christian ethos• Commitment to supporting the BDMAT's vision and values• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

The Governors of Hawkesley are committed to safeguarding and promoting the welfare of children. All appointments are subject to a full DBS check and two references.

