

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Special Educational Needs Co-ordinator

Principal - Dr J Coughlan

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JOB ADVERT



Special Educational Needs Co-ordinator (Permanent)

**Salary MPS/UPS + TLR 1a
(Not suitable for NQTs/ECTs)
Full Time - Permanent
Required for September 2023**

NOR 1,223 including 237 in Sixth Form

An excellent opportunity has arisen to lead an extremely successful and forward thinking SEND Department within a high performing school. We are looking to appoint a dynamic and inspirational SENCo with a proven track record for improving outcomes and opportunities for all students and specifically those with educational needs and disabilities.

This is an exciting opportunity to join Bishop Challoner Catholic College in a role which is central to our wider mission of ensuring that all our young people achieve their full potential and leave our care ready to be strong and active members of society.

The SENCo is responsible for the day to day leadership and strategic development of special educational needs across the school. They will work closely with senior staff to lead and manage a team deployed to support teaching and learning. The SENCo will work with students, parents/carers, school staff and outside agencies to assess barriers to learning and identify the most appropriate intervention to meet student needs. They will ensure that all students are given the highest standard of personalised support to allow them to thrive and make progress.

Applicants will have had substantial experience of working with pupils with SEND and must be passionate, highly motivated, well organised, and have high expectations. The post is advertised as full-time, however, there may be scope to consider a suitably qualified candidate working 4 days per week, i.e. 0.8fte.

Bishop Challoner is a highly successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and the Birmingham and Central Midlands Computing Hub. The school has recently been designated as a Microsoft Showcase School in recognition of its excellence in innovation and the effective use of technology. From September 2024 we will be launching our SCITT which will recruit and train the next generation of inspirational teachers. This is a measure of the high achievements of the school and its excellence in training and developing staff.

We provide a first class INSET programme at Bishop Challoner, which supports the professional development and growth of staff at all stages in their careers.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, or to arrange an informal tour of the school and the department you will be joining, please contact Lorraine Houldcroft, PA to Headteacher, on 0121 444 4161 or visit our website www.bishopchalloner.org.uk/vacancies

Please note all applications have to be on the CES application form.

Email applications to Lorraine Houldcroft: recruitment@bishopchalloner.bham.sch.uk

Closing date for applications is: Friday 28th April 2023 at 10am

JOB DESCRIPTION



Post: SENCO – Permanent Contract
Reports to: Assistant Principal
Salary: MPS/UPS + TLR 1a
Hours: Full time - Permanent
Start date: September 2023

Strategic Leadership

- Work with the Principal and SMT to develop and evolve the SEND Department, ensuring the best opportunities and outcomes for our students.
- Have a strategic overview of students with SEND across the school, monitoring and reviewing the quality of provision.
- Be accountable to the Principal and Governing Body for the work, progress and support of SEND students.
- Contribute to the school's self-evaluation, particularly with respect to provision for students with SEND; additionally, to contribute to school improvement planning and whole school policies.
- Complete an annual department review and development plan, in line with both the school development plan and specific priorities.
- Maintain an up-to-date knowledge of SEND practice, including national and local initiatives, which will impact the school's practice.
- Contribute to a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life.

SEND Provision

- Implement the Code of Practice for Special Educational Needs, maintaining up to date profiles of students with special educational needs.
- Lead and advise upon the effective implementation of all statutory regulations regarding special educational needs and equality of opportunity for students.
- Develop and review existing whole school SEND policies and ensure effective implementation by staff.
- Ensure that all students have access to an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements.
- Implement strategies for raising and maximising the achievement of all students, including adapting the curriculum for individual students.
- Be responsible for the allocation of financial resources and monitoring of SEND budgets.
- Be responsible for the efficient and effective deployment of staff working within the department.
- Liaise with outside agencies, including Educational Psychologists, OT, Speech & Language therapists and physiotherapists, as appropriate for EHCP students.
- Liaise with other staff regarding the progress of individual students with EHCPs and on the SEND register.
- Identify students who qualify for EAA and liaise with appropriate authorities to confirm and carry out these arrangements.
- Monitor the work of students with EHCPs through, for instance, scrutiny of class and homework, assessment data and dialogue.

- Liaise with parents/carers, as necessary and in accordance with school policies, regarding the progress and performance of their children, including overseeing arrangements for Annual Reviews for students using a student-centred approach.

Leadership and management

- Oversee the day-to-day management of the department in relation to students with EHCPs and on the SEND register, ensuring the effective deployment of staff and resources.
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; developing responsibilities and delegating tasks, appropriate evaluating practice; and developing an acceptance of accountability.
- Take responsibility for department meetings.
- Undertake performance management reviews for identified members of teaching and support staff.
- Monitor the work of members of staff who support students with EHCPs.
- Lead and manage Learning Support Assistants (LSAs) who are supporting students with EHCPs, giving appropriate and constructive feedback.
- Help staff to achieve constructive working relationships with students.

Safeguarding

- Must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality, and data protection.
- To promote and safeguard the welfare of our children and young people.

Other

- The appointment is subject to the current conditions of service for contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- The SENCO should be committed to their own continuing professional development.
- The SENCO should be prepared to take on additional duties and responsibilities commensurate with the role, as directed by the Principal and SMT.

DEPARTMENT DETAILS



SENCO – Permanent Contract

Welcome

I would like to thank you for your interest in applying for the above post. You now have the opportunity to join a thriving and very successful SEND department, built upon relationships of mutual respect between students and staff alike. Having had the chance to read our recruitment pack and find out a little bit more about our school and our department, I very much look forward to receiving your application.

Aims, Philosophy and Ethos

Bishop Challoner Catholic College believes that students with special educational needs and disability (SEND) should have their needs addressed in an inclusive environment. They should have access to a broad and balanced education, including access to the National Curriculum. Students will be enabled to access lifelong learning, allowing them to fulfil their potential as confident, determined and resilient members of society. We adhere to the Equality Act of 2010 and follow the 2014 Code of Practice; our local offer for SEN is outlined in our SEN Information Report on our school website.

Every member of our team has a true sense of vocation and embraces our core values of care and compassion. In our SEND Department, teamwork and positive relationships are at the heart of our work.

All students with SEND are encouraged to take an active role in extra-curricular activities.

In addition, we are very much an outward-facing school, constantly seeking ways to foster and develop strong partnerships with our partner schools and organisations. For example, the SENCO TOLKIEN Cluster of SENCOs from our feeder primary schools meet with us once a term.

Staffing

The SEND Department is a thriving team of expert practitioners with a total of 6 staff, including full and part-time members. We have three full-time teaching assistants who are each 'leads' in the following areas: Autism/ASC, Attention Deficit and Hyperactivity Disorder/ADHD, and Speech, Language and Communication Needs/SLCN. We have an Assistant SENCO and a SEND Administrative Support Assistant, who is also our lead for supporting students with Hearing Impairments, Physical and Medical conditions.

The SEND Department works closely with the Well Being Team, Pastoral Team and Safeguarding Team.

In January 2023, an Accessibility Audit was carried out by 'Equality Act Audits.'

Highlights from the report include:

Parents/carers and students can be sure that Bishop Challoner Catholic College is a fully inclusive school which values every member of the school community. They strive always to raise aspirations and attainment of all students in partnership with a range of outside agencies and stakeholders. Their team is established and fully committed to ensuring students are aspirational working to unlock personal potential.

Bishop Challoner Catholic College is committed to safeguarding and promoting the welfare and well-being of children, young people and staff. They believe that everyone, without exception, has a right to be safe and to be treated with dignity and respect regardless of background and free from discrimination. The school recognises that children learn best when they are healthy, safe and secure.

In October 2022 we hosted an external SEND Review. The review was extremely positive. Here are just a few of the many strengths highlighted:

The school has a vision of equality of opportunity for all students with SEND. Learners are afforded equal to access to quality curriculum pathways, including in the core curriculum.

The leadership of SEND is a strength. There are strategic approaches embedded in the leadership of SEND at all levels.

Policy and processes for SEND are cohesive across all levels of the school. SEND has a high profile e.g. standing item on HoDs' departmental agendas and SLT meetings with the SENCO.

The school has developed a cohesive, integral approach to SEND at all levels in the school. It is responsive to need and founds this response in its Catholic value-system: to ensure quality for all.

The SEND team and the wider team is caring in its approach to meeting the needs of SEND students.

The school had a section 8 Ofsted inspection in October 2021 and SEND was judged to be "well led":

Staff support pupils with special educational needs and/or disabilities well in school. Leaders provide teachers with clear information about pupils' needs. Teachers use this information effectively to plan pupils' learning. These pupils achieve well as a result.

Hopefully, this gives you a clear insight into strengths and nature of this thriving department.

Best wishes and I look forward to receiving your application,

Lucy Choudhury

Assistant Principal

l.choudhury@bishopchalloner.bham.sch.uk

PERSON SPECIFICATION



Special Educational Needs Co-ordinator (SENCO)

Qualities and Attributes	Essential	Desirable	Evidenced By
Teaching			
Qualified Teacher Status	✓		Application
Honours Degree or equivalent	✓		Application
National SENCO qualification		✓	Application
Post-Graduate qualification in Proficiency in Assessment of Exam Access Arrangements		✓	Application
Knowledge/Understanding			
Has an up-to-date knowledge of SEND practice, including national and local initiatives, which will impact the school's practice.	✓		Application/Interview
Has an up-to-date knowledge of the Code of Practice for Special Educational Needs.	✓		Application/Interview
An ability to lead and advise upon the effective implementation of all statutory regulations regarding special educational needs and equality of opportunity for students.	✓		Application/Interview
Ensure that all SEND students have access to an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements.	✓		Application/Interview
Implement strategies for raising the achievement of all SEND students, including differentiating the curriculum for individual students; subsequent effective data analysis to set targets for improvement.	✓		Application/Interview
Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations.	✓		Application/Interview
Leadership/Management			
Previous leadership experience with Line Management responsibility.	✓		Application/Interview/Reference
An innovative and collegiate leadership style with the ability to motivate staff towards that vision and to build on the existing high standards in the school.	✓		Application/Interview/Reference
A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents.	✓		Application/Interview/Reference
Track record of driving strategies to raise standards for teaching and learning.	✓		Application/Interview/Reference
Experience in leading and empowering staff effectively.	✓		Application/Interview/Reference
Excellent classroom management.	✓		Application/Interview/Reference

General / Personal Qualities and Characteristics			
An effective team player who has the ability and experience to think and work independently.	✓		Application/interview
An understanding of the importance of, and the desire to engage with, and inspire, all young people.	✓		Application/Interview
Strong written communication and presentation skills; high order administrative and management skills.	✓		Application/Interview
Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines.	✓		Interview
A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority.	✓		Application/Interview
Strong emotional intelligence that is attuned to supporting students, parents and staff.	✓		Application/Interview/Reference
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Application/Interview
Willingness and commitment to support the Catholic Ethos of the school.	✓		Application/Interview