



Job Application Pack

SENDCo/Class Teacher

Salary: **Commensurate with experience**

Contract type: **Permanent**

Closing date: **15th March 2021 at 9am**



Letter from the Head of School

Dear Applicant,

Thank you for your interest in joining Firbeck Academy.

The successful candidate will be a valued member of our middle leadership team working across the school and leading our SEND provision. We are looking for a forward-thinking, dynamic innovator who is excited by challenge and committed to improving the life chances of our young people. They will already hold, or be willing to undertake, the national Special Educational Needs Coordination award.

The school are proud to be part of the Nova Education Trust and are committed to providing high quality education for all our children and their families.

Firbeck Academy is situated in the Wollaton area of Nottingham and currently, there are 179 children on roll.

The ethos of the school is centred upon the motto “Work Hard – Be Kind”. This motto epitomises our genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils’ spiritual, moral, social and cultural development. We have a set of “Work Hard” values that we teach directly to ensure our pupils consciously become the best learners they can be. In addition we have “Be Kind” values – giving pupils ‘ways of being’ rather than ‘rules to follow’. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them.

The staff team is made up of a dedicated and highly skilled group of leaders, teachers, teaching assistants, administrative and site staff. In addition, a team of midday supervisors care for the children at lunchtimes.

I hope you like what you have seen of us so far and look forward to receiving your application.

Kind regards

Sem Cao
Head of School



Application Details

Thank you for your interest in the SENDCo/Class Teacher vacancy at Firbeck Academy. Further details of this post, the school and the trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Ms. Sem Cao. This letter should demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website <https://www.firbeck.org.uk/page.php?p=vac> or via www.novaeducationtrust.net.

Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9am on the closing date of Monday 15 March 2021. If you do not hear from us within two weeks of the closing date please assume that, unfortunately, your application has been unsuccessful.

Safeguarding

Firbeck Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – Special Needs and Disability Co-Ordinator/Class Teacher

Reports to: Head of School

Key purpose of the job

Being the primary class teacher for a KS2 year group alongside strategically leading the SEND provision within the school.

With the support of the Head of School and the leadership team, this role involves the day to day operation of provision made by the school for pupils with special educational needs, disability or a medical condition, in order to ensure that their learning is of the highest quality.

Ensuring all SEND students make progress and achieve their potential.

Working collaboratively with other schools and outside agencies to ensure the best support for all children with learning needs.

Responsibilities of a Special Educational Needs Co-ordinator

- To assist the Head of School and the Governing Body in the management and development of the School, in line with the School's vision and the School's development plan;
- Set the vision and direction for SEND provision in the school and oversee the day-to-day operation of the school's SEND policy;
- To organise and manage a team of SEND Teaching Assistants / Carers / Support Assistants, to ensure that all students have access to the curriculum and are empowered to make progress;
- To be accountable for the overview of provision mapping for SEND pupils, ensuring that students learning needs are met;
- Be able to monitor the effectiveness of SEND provision across the school with confidence and co-ordinate a multi-agency approach;
- Monitor the progress and attainment of SEND pupils, identifying where pupils need additional support and designing that support alongside teachers;
- Support in-coming pupils with appropriate transition support to school including appropriate home visits;
- Support the transition of pupils to other institutions including specialised settings and secondary education.
- Provide regular information to the Head of School / Head Teacher and Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision making and policy review;



- To establish an effective partnership with parents / carers and external agencies to meet the needs of SEND pupils;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision; and
- Support all staff to understand the needs of SEND pupils and ensure staff are able to meet those needs in their classrooms and in small group and 1:1 support.
- Access funding to enable appropriate support for all students and work with the Business Manager to track funding received.

Curriculum

- To identify and assess students who may have SEND, ensuring that curriculum provisions meet their needs;
- To devise learning and behaviour strategies and programmes in response to individual student needs;
- To lead on the assessment of the learning needs of SEND pupils at risk of underachieving and provide pathways to develop pupils through intervention and staff development;
- To develop strategies ensuring that SEND pupils make outstanding progress;
- Monitor teaching and learning activities to meet the needs of students with SEND;
- To review students with statements of SEND / Education Health Care Plans as required;
- To liaise with other agencies working with students as required;
- Coordinate and lead the review process for pupils with Special Educational Needs.

Responsibilities of a classroom teacher

- Teach pupils within allocated class, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of pupils
- To register the attendance of pupils in class
- To set homework task as appropriate
- To mark pupils' work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour



- Communicate with parents and carers over pupils' progress and participate in school meetings, parents' evenings and whole school training events
- Participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

Other

- Undertake other various responsibilities as directed by the Head of School (Head Teacher) /Senior Leadership Team: and
- Undertake the main professional duties of a teacher.

Other professional requirements

- To undertake or have undertaken the National SENCO award;
- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- To maintain an up to date knowledge of SEND developments and good practice;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct; and
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



PERSON SPECIFICATION	
QUALIFICATIONS	
Honours degree related to Primary Education or a curriculum subject	D
Qualified Teacher Status	E
Evidence of applying continued professional development	E
SENCo qualification or willing to undertake in the very near future.	E
EXPERIENCE	
Classroom teaching experience in a mainstream setting with Key Stage 1 or 2 pupils	D
ABILITIES, SKILLS and KNOWLEDGE	
Has a consistent record of good classroom practice	E
Holds high expectations for all pupils and challenges them to good progress and outcomes	E
Inspires and motivates pupils to succeed	E
Demonstrates knowledge of the whole primary national curriculum and how it links together to create academic as well as spiritual, moral, social and cultural excellence.	E
Understands how learning and lessons can be purposefully structured to achieve high outcomes	E
Bases planning on the needs of groups of pupils as well as the individual pupil where necessary	E
Can plan effective next steps in learning based on all types of assessment information	E
Manages pupil behaviour through strong relationships, positivity, high expectations and attention to children's needs. Places high importance upon promoting learning attitudes and capacity for independent learning	E
Values parents as significant partners in each child's education and development	E
Establishes support staff as 'equals in learning' and enables their success in the classroom	E
Experience of working with pupils with individual needs such as the highly able, those with SEND or learners with EAL.	D
PERSONAL QUALITIES	
A firm belief that education in its widest sense is 'the answer'	E



Dedicated to the development of our school as a centre of excellence	E
Resilient in the face of change and willing to embrace innovation and creativity	E
Commitment to a collaborative approach to professional development	E
Unerringly and genuinely positive	E
Commitment to safeguarding pupils	E
A desire to keep up to date with current educational policy	E
NOTES	
<p>The above details will be evidenced by a variety of means including:</p> <ul style="list-style-type: none"> Application Form Letter of Application References Interview 	



Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.