



The Fernwood School

High Achievement with Care & Discipline for All

Assistant SENCo

Information for Candidates

Job Description

Person Specification

Adopted:



Contents

Forward 3

The Post 3

Job Description - Assistant SENCo 5

Person Specification – Assistant SENCo 6



Forward

Thank you for the interest you have shown in the position of Deputy Assistant SENCO. Our ethos of 'Care, Discipline and High Achievement' is important to all who work at the school. I regard care as being our foundation stone, discipline is essential and is underpinned by systems that encourage students to make the right choices and develop self-discipline. This approach, combined with excellent teaching and learning undoubtedly leads to high achievement. I was privileged to be appointed as Headteacher of The Fernwood School in September 2018. The Fernwood School is a very special place to work. Student behaviour is exemplary, and students aspire to achieve their very best in all aspects of their development. This of course does not happen by magic. It is testimony to the dedication of staff and the supportive nature of parents and carers. Fernwood provides a rich learning environment. This rich learning environment is enhanced by the ethnic diversity of our students and the full range of socio-economic backgrounds. We reflect society and aim to promote understanding, opportunity, and mutual respect for all.

Inclusion at Fernwood

The successful applicant will be the first Assistant SENCO to be appointed at Fernwood. Our ethos of Care is underpinned by how we treat our most vulnerable students. The SEND team are highly capable practitioners who work cohesively and collaboratively led by the SENCO and supported by an Assistant Headteacher. The school is enjoying its second year of expansion and will eventually serve 1500 students.

The Post

We are looking to increase leadership capacity in SEND; someone who can assist in leading the Learning Support Team forward from where it is now to achieve further excellence, someone who can harness and build on our current strengths, who can pinpoint and act upon areas for development.

This post is a key appointment. We wish to appoint an outstanding Assistant SENCO to this key leadership position. The post holder's primary responsibility will be to assist in the leadership the Learning Support Team alongside the SENCO. Helping to develop the expertise of all staff to impact positively on the learning of all children in the school. He/she will also enjoy high status and demonstrate strong and purposeful leadership in supporting the wider effectiveness of the school

The successful applicant will have:

- A passion to raise the achievements of students with SEND through high quality teaching and learning
- A thorough knowledge and extensive experience of working with students with SEND
- A clear vision with the ability to inspire staff and pupils to achieve excellent academic results
- A wide repertoire of ideas and strategies that lead to raised pupil achievement

He/she will:

- Support the SENCO in leading the Learning Support team, building their skills and empowering them to achieve excellent impact and effectiveness.
- Support with SEN curriculum development.
- Have the ability and to teach groups of SEN students up to KS4
- Be conversant with current developments in SEND and have a deep interest in developing teaching and learning strategies.



The existing Job Description and Person Specification are listed below. We are looking for a person with an engaging personality who can build and maintain trusting relationships with adults and children. The person we seek will have proven skills and experience.

We are fully committed to Equal Opportunities and would like to work with someone who is 'child-centred' in outlook, able to value and shape the contributions young people can make to their own learning. The post does not require a teaching qualification.

Paul Burke,
Headteacher,
The Fernwood School



Job Description - Assistant SENCO

To support the SENCO with the

- day to day operation of the school's Special Educational Needs and Disability Policy
- co-ordination provision for children with special educational needs and disability
- leadership of the Learning Support Team
- delivery of in-service training of staff as required
- maintenance of the school's SEND register and records
- communication with teachers, parents and outside agencies including the Educational Psychology Service, the the Inclusive Education Service, Autism team, Sensory team, medical services, social services, careers officer, voluntary bodies and other support agencies
- the development of effective working relationships with parents of children with special educational needs
- Support Access Arrangements, Dyslexia Assessments and HLN requests and funding

- collaboration with other curriculum leaders
- support, guidance and motivation of colleagues, particularly in disseminating examples of effective practice in relation to pupils with SEND
- Consistently apply whole school policies to ensure effective learning and inclusion
- Contribute to the teaching of literacy and numeracy across the curriculum
- Use appropriate ICT to ensure effective learning
- Participate in continuous professional development and appraisal
- Form professional and co-operative working relationship with colleagues
- Set a good example to pupils through personal and professional conduct and presentation
- Remain committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
- Be responsible to line manager - SENCO

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Headteacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.



Person Specification – Assistant SENCO

| Requirement | Essential | Desirable |
|---|--|-----------|
| <p><u>Experience, Qualifications and Training:</u> Evidence of participation in appropriate recent professional development Experience of SEND students within the 11-16 age range</p> | <p>*</p> <p>*</p> <p>*</p> | |
| <p><u>Supporting Children's Education:</u> Understanding of how children learn and effective in meeting the needs of all Thorough planning and preparation and good use of teaching and learning activities Strong classroom management and organisation Systematic and purposeful use of assessment and recording Effective and evaluative of own performance</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |
| <p><u>Aptitudes (Abilities and Skills):</u> Ability to listen and communicate with young people Ability to set high standards, motivate and inspire Ability to challenge and support pupils Ability to work independently and co-operatively within the Department Strong organisational and administrative skills</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |
| <p><u>Personal Qualities:</u> Genuine interest in children Approachable Inspiring trust and confidence and build team commitment Positive and caring disposition Highly motivated with resilience Enthusiastic with drive and determination An effective communicator</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |
| <p><u>Additional Requirements:</u> Commitment to:</p> <ul style="list-style-type: none"> - attaining the highest level of achievement for each individual child - the promotion of pastoral care and guidance - the promotion of equal opportunities - the development of IT - extra-curricular activities <p>teamwork and eager to participate in curriculum and professional development</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |