



# Primary SENDCo

*Easter start date*

*Closing date: 5pm, Monday 31st January*



Reach Academy  
**Feltham**



Reach Academy Feltham exists to transform the lives of our pupils by giving them the skills, attitudes and attributes to flourish in any career and live happy and healthy lives full of choices and opportunities.

# CONTENT

Benefits	5
Context	6
Job Description	7
Person Specification	9
Positive Action Statement	10
Safer Recruitment Process	12

**Tutor  
Fellow**

**Associate  
Assistant  
Headteacher**

**Claire Couves**



*“I get to work with a team of incredible teachers and leaders who are committed to achieving our shared vision. I am constantly inspired by my colleagues and supported to develop.”*

*“The mission and ethos of Reach Academy permeates everything that we do.*

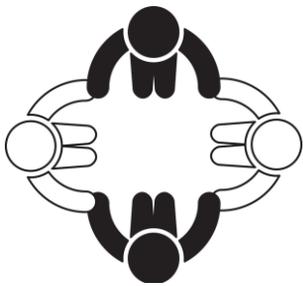
*There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.*

*If you are passionate about making a difference, then Reach is the place for you.”*



1 (2021)

*Juan Pedroza,  
Volunteer at Reach  
to Head*



We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.



43%

of pupils are eligible for the Pupil Premium Grant.

36%

of pupils are eligible for Free School Meals.

52%

of pupils have English as an Additional Language.

With only 60 pupils per year group our school is **SMALL**

We educate children from the age of 2-19 years **ALL-THROUGH**

For all children we have unashamedly **HIGH EXPECTATIONS**

We train teachers to be the very best **THEY CAN BE**

We work hard because we believe in the **VISION**

# JOB DESCRIPTION

## Primary SENDCo

**Reports to:** Primary Headteacher

**Start date:** 19th April 2022 (Easter)

**Salary:** Mainscale + TLR (Senior Leadership opportunities available)

**Contract term:** Permanent



### The Role

We are seeking an experienced teacher and leader to support pupils with Special Educational Needs to excel. The successful candidate will be an inspirational teacher with experience of supporting pupils with Special Educational Needs and disabilities, and a deep understanding of a range of needs. We require the candidate to have or be currently studying the NASENCO qualification.

The successful candidate will share the school's vision and the belief that all young people can achieve at high levels. This role involves strategic leadership of SEND within the Primary phases and thinking carefully about how we can work effectively with Secondary staff so that there is a consistency of pupil journey.

### Job Description

As the Primary SENDCO, you are a key person when it comes to supporting all pupils in the school to gain the support that they need to achieve a life of choice and opportunity. You are key in translating the messages of SLT to your team, and ensuring that all members of your team understand the expectations of them. You also have a key role in ensuring that AEN is given the profile it needs throughout the school and that classroom teachers are clear and develop the expertise to support this effectively.

# Main Responsibilities

- You ensure that, throughout the primary, SEN is prioritised and understood by key stakeholders.
- You advocate for SEN children and share a clear vision for SEN with your team and throughout the school.
- You model best practice when it comes to SEN, and take time to develop the subject knowledge of your team so that they are highly effective. Where individuals lack subject knowledge, you ensure that they receive intensive coaching to enable rapid development. You challenge underperformance directly and in a timely manner.
- You effectively manage the other SENCOs in Primary and ensure that they are clear on both statutory and school priorities and policies. You take ownership of their development and put in place coaching, co-planning and CPD where necessary.
- You ensure that all teachers in primary, through your team, have the knowledge and skills that they need to support SEN pupils, with the understanding that all pupils are unique but there are common solutions that will work for many.
- You foster positive relationships within your team and where conflict arises you seek to resolve this very quickly.
- You work as a bridge between the SEN team and the Senior Leadership Team to ensure that communication is clear. You advocate for SEN but also support SLTs decisions within the SEN team.
- You take responsibility for ensuring that all statutory deadlines are met in a timely manner and effectively designate key tasks to those in your team.
- You constantly problem solve to ensure that processes run smoothly and take time to ask staff, parents and pupils for their reflections.
- You work closely with Hounslow SEN, and other boroughs where necessary, to ensure that pupils are receiving the support that they need.
- In primary you work closely with the Assistant Headteachers to ensure that pupils with SEN are being effectively assessed and their progress recorded.
- You ensure that teachers in SATS years are clear on the reasonable adjustments that need to be made and that this is done by the deadline.
- In primary, you ensure that interventions are set up and being carried out effectively. You think carefully about the necessity of each intervention and understand the balance between intervention and accessing a broad and balanced curriculum.
- In primary you work closely with the Head of Phase to ensure that they are clear about the resources that pupils in their phase need.
- In primary you support the Curriculum Leads to ensure that they have planned for how SEN pupils will access their curriculum.
- You maintain your own subject knowledge to an exceptionally high standard, ensuring that you are aware of innovation and new research in your subject area and in the wider educational sphere. Where appropriate you communicate this to staff in a timely and digestible way.

# Job Purpose

We are seeking an experienced teacher and leader to support pupils with Special Educational Needs to excel. The successful candidate will be an inspirational teacher with experience of supporting pupils with Special Educational Needs and a deep understanding of a range of needs. They will share the school's vision and the belief that all pupils can achieve at high levels. This is a Middle Leader role in the school with substantial responsibility and the opportunity to have a broad impact on the running of the school.

## Teaching Responsibilities

### In the classroom

You will support the building of a strong classroom culture by building strong relationships with pupils, creating organised classroom environments and a sense of joy in all learning. You will teach great lessons all of the time. You take responsibility for an ongoing excellent quality of teaching for pupils with SEND in every classroom and across every subject area.

### Around the classroom

You will act as a role model for colleagues and pupils at all times and will be a visible presence around the school. You will be available to staff to support with teaching and classroom culture, as needed. You create a culture of ongoing CPD for colleagues, both delivering CPD and supporting others to take ownership of their own development; constantly developing professional understanding around all aspects of the role, including subject knowledge, understanding of child development and additional pupil needs. Crucially you will work closely with families to support them to effectively support their children, operating with sensitivity, empathy and high expectations.

### Beyond the classroom

You will support learning beyond the classroom by supporting with the organisation of trips and other extra-curricular activities. You will always follow all school practices and protocols relating to Safeguarding and Child Protection and will act as a guardian and steward of the building and the community, ensuring that resources are taken care of and managed effectively. You will proactively take responsibility for your own development, seeking opportunities to learn, grow and lead and you will hold your team to account through supportive and clear leadership.

You will undertake any other responsibilities and duties as directed by the Primary Headteacher.

# Person Specification

- QTS and a good honours degree, plus NASENCO qualification (R);
- At least three years teaching experience at Primary level (R);
- Values driven (R);
- Strong and evidenced teaching ability, focused on excellent outcomes for all, especially the most vulnerable (D);
- Excellent communication, interpersonal & organisational skills (D);
- Excellent analytical numeracy and literacy (D);
- Proven ability to motivate others towards an aspirational goal (D).

**We will invest in any necessary training for you.**

*R = Required*

*D = Desired*



Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.





“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”



## Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

**Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

**Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

**Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

**Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).

# JOIN OUR TEAM



Reach Academy  
**Feltham**

[recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk)