Applicant Information Pack

Inclusion Leader (SENCo)

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1 Our Schools

Wyke Regis Primary Federation was established in September 2010 bringing together Wyke Regis Infant School and Nursery and Wyke Regis Church of England Junior School under one Governing Body. The schools are located on adjacent sites with generous and attractive grounds.

As a Federation, the schools have one Head of Federation, one Deputy Head of Federation, one Inclusion Lead (SENCo), one School Business Manager and one Governing Body. Each school also has a non-teaching Assistant Headteacher.

Wyke Regis Infant School and Nursery

The school is a Community Infant School and caters for children aged between three and seven years of age.

The school's nursery class offers part time nursery education. There are places for up to twenty-six children at each session. Currently each child can attend for up to 30 hours free a week. The nursery is a self-contained unit with its own entrance, a large classroom, a kitchen area, toilets and a secure outdoor play area.

The school is a two-form entry school, which is above average in size with an admission number (PAN) of 180. Each class base has a classroom, an annexe for small group activities and a large art and craft area.

All classes have an outside learning area as well as sharing extensive grassed and hard surface play areas.

Wyke Regis CE Junior School

The school caters for children aged between seven to eleven years of age. The premises consist of twelve classrooms, a library, a large practical/resource area, a fully equipped ICT suite, a hall, with adjoining drama/music studio and five learning bases.

There are two play areas used for playtimes, including a sports MUGA and there is a large playing field for sporting activities.

As a Church of England Voluntary Controlled school, the school has close links with All Saints Church which is the parish church.

The school is a three form entry school with the majority of children progressing from Wyke Regis Infant School. The Junior School is also above average in size with an admission number (PAN) of 360.

The school is organised into four year groups, with three classes in each year group.

2 The local and surrounding area

The Federation schools are located in the village of Wyke Regis, part of the south western suburbs of Weymouth, on the northern shore of Portland Harbour, where the National Sailing Academy (host of the 2012 Olympic sailing events) is located and at the south eastern end of the world famous Jurassic Coast.

POPULATION STATISTICS

Dorset stretches from Lyme Regis in the west to Christchurch in the east and as far north as Sherborne and Gillingham. The greater part of the county is rural with many small villages and a few small towns. After Bournemouth and Poole, Weymouth is the largest settlement in Dorset. The most recent data records the County population at 754,460. The latest population for the Borough of Weymouth and Portland is recorded as 65,130 of which 16.5% are aged 0–15 years.

THE AREA

Wyke Regis has its own charter, granted in 988, and is proud of its history and present growth. It is a close community and, although spreading outwards, the ethos of the area is much determined by the Old Village at its centre.

THE COMMUNITY

The Federation Friends Association organises regular functions for pupils and members of the community. In addition, parents are encouraged to be actively involved within the Federation schools. The children are considered to have an important part to play in the running of the school. Each school has a School Council, which has taken a leading role in the school improvement process.

We work collaboratively with other local primary schools; links are also well established in the wider local community with the schools taking part in many events and festivals.

3 Person Specification–Inclusion Leader (SENCO)

QUALIFICATIONS	
Essential	**Desirable**
• Qualified Teacher status • Degree or equivalent of a high standard • Evidence of further additional educational qualifications or CPD • Safeguarding school level training	• National SENCO Award held (or willingness to complete within two years in post) • Previous experience as SENCO or Assistant SENCO • Post Graduate qualification with Special Education focus
EXPERIENCE	
Essential	**Desirable**
• Minimum of five years' experience of teaching across the primary phase • Experience of delivering or supporting whole-school INSET • Experience of setting targets, monitoring, evaluating and recording progress • Evidence of Continuing Professional Development relating to SEND • Experience of planning, developing and reviewing appropriate intervention groups/projects • Experience of identifying, providing, monitoring and evaluating teaching strategies for pupils with known barriers to learning	• Experience of working with colleagues from other sectors • Experience of working with and developing links with other schools and the local community • Delivery or facilitation of parent groups and/or workshops • Experience of working with ASD/ASC pupils • Experience of leading a team of Teaching Assistants
KNOWLEDGE AND UNDERSTANDING	
Essential	**Desirable**
• Substantial knowledge and understanding of a range of SEND • A thorough understanding of ASCs and knowledge of a range of strategies to share with classroom teachers • Knowledge of the SEN Code of Practice and its practical application • Knowledge/experience of working with outside professionals/agencies relating to SEND (eg. Educational Psychologist, Therapists and Physiotherapists) • Experience of using/developing EHC Plans or Statements • Good understanding of curriculum and pedagogical issues related to extending pupil performance • Good understanding of factors promoting effective transition of learners from one phase of education to the next	• Experience of using and/or developing SEND legal documentation (including policies) • Knowledge and understanding of how to support pupils with EAL • Knowledge of using provision mapping and/or programmes for setting targets through individual support plans • Confident in using a range of SEND assessments and data • Knowledge of resources that promote accelerated progress for pupils with SEND

SKILLS (INCLUDING LEADERSHIP)	
Essential	**Desirable**
• Excellent oral, written and interpersonal communication skills • Effective management of pupil behaviour • Experience of annual review meetings and/or parent reviews • Ability to motivate and enthuse pupils and adults • Excellent organisational skills with the ability to complete administrative tasks effectively and with attention to detail in a timely manner • Able to work independently and to meet deadlines • Enthusiasm and stamina to contribute to the strong leadership of the Learning Support Team • A good understanding of a range of IT packages and systems	• Ability to contribute to school SEF • Experience of dealing with Child Protection/Safeguarding issues • Involvement with timetabling and/or deployment of support staff • Experience of using iPad technology to support learning activities • Experience of line-managing and reviewing staff performance
PERSONAL QUALITIES	
Essential	**Desirable**
• A genuine belief in the potential of every pupil • A passionate commitment to the achievement of pupils with SEN • Initiative to develop, implement and embed opportunities to maximise the achievement of pupils with SEN • An ability to work effectively as part of a wider team and to be able to lead and co-ordinate the work of others • Able to inspire and motivate others, displaying enthusiasm, energy and optimism • Excellent attendance and punctuality • Commitment to the promotion of inclusion and equality of opportunity • Enthusiastic and willing to contribute substantially to the life of the school community	• Bring personal interests and enthusiasms to the school community • Sense of humour • Commitment to supporting a Christian ethos

4 Job Description –Inclusion Leader (SENCO)

Job Purpose:

Strategic development of the school's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND
- Ensure that the school carries out its statutory responsibilities regarding all students with an Education Health and Care Plan (EHCP).
- Support all staff in understanding the needs of SEND pupils.
- Support development of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools
- Be responsible for Children in Care; establishing and maintaining good relationships with external agencies/parties to coordinate their contribution, provide maximum support and ensure continuity of provision
- Ensuring the safeguarding of all pupil (in the role Deputy Designated Safeguarding Lead)

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs, monitoring of teaching quality and pupil achievements, target setting and keeping accurate records
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with Senior Leadership Team, teachers and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and managing

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings;
- Lead on the performance management process for Teaching Assistants; working closely with Principal TA
- Advise on and contribute to the professional development of staff, including whole school INSET provision;
- Provide regular information to the head teacher and governing body on the evaluation of SEN provision.
- Maintain and manage the SEN registers of both schools

Effective deployment of staff and resources

- Advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency;
- Maintain and develop resources, including staffing, co-ordinate their deployment monitor their effectiveness in meeting the objectives of school and SEND policies;
- Work with external agencies to maximise provision and resources available to staff and pupils.

Other professional requirements

- Co-ordinate all Annual Reviews and reviews of EHCPs and/or PEPs and CAFs where appropriate and attend / chair when necessary.
- Co-ordinate transition of pupils with SEND to help facilitate continuity and progression through the development of a transition programme.
- Exercise a key role in assisting the Head of Federation and governors with the strategic development of SEN policy / provision

5 Appointment and Remuneration

How to Apply

Your completed application form must be submitted by the submission date. Interviews will be held following the shortlisting process and candidates will be informed by telephone and e-mail. Your supporting statement should detail your motivation for applying for this position. Decisions regarding the short-list will be made with reference to the person specification and job description.

NB: All applicants are required to complete the Dorset Council application form. We do not accept CVs in place of an application form.

Selection Process

The selection process will be undertaken by the Wyke Regis Primary Federation Senior Leadership Team (SLT) who are committed to selecting excellent and motivated individuals to become part of our outstanding team to take our Federation forward.

If you require any more information please contact Mrs Jo Rose, School Business Manager.

Any offer of employment made will be subject to receipt of satisfactory references, and positive responses to other pre-employment checks regarding your suitability for appointment.

Further details of the recruitment process and our Information Management and Data Protection procedures are contained in Recruitment Privacy Notice overleaf.

Salary

Salary will be commensurate with experience. The Terms and Conditions of employment will be in accordance with the statutory arrangements as set out in the School Teachers Pay and Conditions Document.

6 Recruitment Privacy Notice

Wyke Regis Infant School and Nursery and Wyke Regis CE Junior School (collectively referred to as Wyke Regis Primary Federation) are the data controllers for the information you provide during the recruitment and selection process unless otherwise stated.

What will we do with the information you provide to us?

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements.

We will not share any of the information you provide during the recruitment and selection process with any third parties or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than it is needed.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. Any information provided during the online application process is not provided to the school. Any information you do provide, will be provided to and used by Dorset Council only to produce and monitor equal opportunities statistics.

Conditional offer

If a conditional offer of employment is made to you, we will ask you for information so that we can continue our pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.
You will therefore be required to provide:

- Proof of your identity – you will be asked to present original documents, which we will photocopy.
- Proof of your qualifications – you will be asked to present original documents, which we will photocopy.
- You will be asked to complete a criminal records declaration (Form HR14) to declare any unspent convictions.

The email address you provide will be used by the employing school to contact you to complete an application for a Criminal Record check via the Disclosure and Barring Service.

We will contact your referees, using the details you provide in your application, directly to obtain references.

Occupational Health

If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

Should further consideration be required regarding your fitness for work, you may be asked to complete a pre-employment questionnaire. The information you provide will be forwarded unopened to Dorset Council's Occupational Health Team who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Dorset Council's Occupational Health Team or on occasion OH Assist, the County Council's external occupational health specialists.

Their privacy notice can be viewed at: http://www.ohassist.com/privacy-policy/

Once all pre-employment checks have been satisfactorily completed and we make a final offer of employment, we will also ask you for the following:
Bank details – to process salary payments
Emergency contact details (NoK) so we know who to contact in case you have an emergency at work

Personnel Records

If you accept the final offer from us, your electronic personnel records will be held on SIMS, Dorset Council's approved Management Information System provided under licence by Capita plc.

Your personnel records will also be held on SAP which is the records system used by Dorset Council Human Resources Department on our behalf for the purposes of payroll and the retention of data about your employment.

Their privacy notice can be review at:

https://www.sap.com/corporate/en/legal/**privacy**.html

Retention of Information

If you are successful, the information you provide during the application process will be retained by the school as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the recruitment and selection process.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the recruitment and selection process.

Equal opportunities information is retained for 6 months following the closure of the recruitment and selection process whether you are successful or not.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here –

https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/

Complaints or queries

Wyke Regis Primary Federation tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the Federation's collection and use of personal information.

However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact the Data Controller at the school concerned:

Wyke Regis CE Junior School
High Street
Wyke Regis
Weymouth
Dorset
DT4 9NU

Access to personal information

Wyke Regis Primary Federation tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998 and General Data Protection Regulations.

If we do hold information about you, we will:

give you a description of it;
tell you why we are holding it;
tell you who it could be disclosed to; and
let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing addressing it to our Data Controller or writing to the address provided above.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Controller at the school.