



Leehurst Swan School

S A L I S B U R Y

**SPECIAL EDUCATIONAL NEEDS  
CO-ORDINATOR (SENCo)**

**CANDIDATE PACK**



## THE SCHOOL

Leehurst Swan is a leading independent day school based in the city of Salisbury, Wiltshire. With 200 pupils on roll aged 4 to 16, and an Outstanding ISI inspection rating in 2017; the School is under the leadership of Mrs Mandy Bateman and was found compliant in all components of the Regulatory Compliance Inspection that was conducted by the ISI at the beginning of March 2020.

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding, whilst preparing them for their future beyond school.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children, so they can find their voice and receive the best preparation for their future beyond school.

## THE ROLE

We wish to appoint a motivated, enthusiastic and suitably qualified/experienced teacher to join our hard-working team as SENCo. The successful candidate will be encouraged to bring their knowledge and expertise to develop forward-thinking and effective support for pupils with SEND. The School firmly believes that all pupils should experience the full range of subjects that are offered, and that withdrawal from aspects of the curriculum should be the last resort not a first response.

This role will involve working directly with individual SEND children and their families as well as their class teachers in school and the management of staff working within the Learning Support Department

The SENCo will also be responsible for the management of annual reviews, liaising with outside agencies and general administration of SEN.

We can offer an excellent school environment, small classes with highly motivated pupils and a supportive, friendly staff within a well-organised and professional organisation.

## APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download the application form from the school website and submit with a covering letter highlighting any strengths and reasons for applying for the post and a copy of their current curriculum vitae

All applications should be emailed to the Bursar [bursar@leehurstswan.org.uk](mailto:bursar@leehurstswan.org.uk)

Applicants must be willing to undertake a full enhanced DBS check and be willing to undertake any screening for child protection reasons.

If you would like further details about the school, or you would like to have a look around the school, please contact the School Office in the first instance.

Closing Date for Applications: midday Wednesday March 20<sup>th</sup>, 2024

Interviews will be held Monday March 25<sup>th</sup>, 2024

Start Date: Autumn term 2024

# JOB SUMMARY

## **Key Responsibilities:**

- To work with the Senior Leadership Team and the school governors to ensure the school is compliant with the SEND Code of Practice (January 2015), JCQ regulations, and the Equality Act 2010 by providing effective coordination and leadership of the school's SEND provision.
- To refine and develop the schools' SEND policy and ensure its effective day to day operation in the school and to inform future planning.
- Co-ordinate provision for pupils with SEND.
- Ensure effective systems of communication with pupils, teaching staff and parents including attending parent/teacher consultations evenings.
- Oversee the monitoring of progress of those pupils with SEND.
- Monitor the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders and class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the quality of EHCPs and other support plans such as Individual Learning Plans (ILPs).
- Develop and maintain systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in EHCPs and support plans.
- Developing and adapting materials and teaching strategies.
- Working with members of staff within the school to ensure the safety and welfare of an individual pupil, carrying out strategies on the Educational Health Care Plan and any safety plans.
- Liaising with parents by telephone, email and arranged meetings.
- Adding information to the school reports where appropriate.
- Participating in whole school activities as required.
- Attending departmental meetings and working with the Academic and Pastoral teams in the School to develop school action plans, policies and strategies relating to delivering learning support.
- Keeping up-to-date with new initiatives involving learning support and the individual pupil.
- Attending annual review meetings and other multi agency meetings concerning the individual pupil.

- Interpret professional reports in order to provide specialist and individual provision for the pupil.
- Attend training where appropriate.
- Upholding the values of Leehurst Swan and committing themselves to pursuit of facilitating opportunities so each child 'Finds Their Voice'

Our ideal candidate will:

- Have a teaching qualification or equivalent.
- Have a recognised SENCo qualification or equivalent.
- Have a proven track record on ensuring that all pupils are able to learn and achieve to the best of their ability.
- Be enthusiastic, highly motivated, adaptable and keen to make a difference.
- Be keen to enable all SEND children to achieve their full potential.
- Have excellent communication and liaison skills.
- Have experience and knowledge of working with children with social, emotional and mental health difficulties.
- Have the ability to communicate effectively with parents, teachers and external agencies.
- Have experience of implementing and monitoring intervention programmes.
- Have the ability to support class teachers and teaching assistants with effective differentiation.
- Share knowledge and ideas from SENCO CPD/training with other school staff as appropriate.
- Have high expectations of themselves and the pupils.
- Have a commitment and enthusiasm for our school vision and ethos.
- Have knowledge and understanding of effective teaching and learning styles.
- Be passionate about improving learning outcomes for all children.
- Be a team player who can work successfully in collaboration with others.
- Be someone who enjoys the challenge and can bring passion and drive in aspects of school life.
- Be able to positively promote inclusion.
- Be able to form positive relationships and foster the characteristics of effective learning.

- Be committed to valuing and supporting the development of each child.
- Be flexible, enthusiastic and energetic, with a strong commitment to teamwork.

We recognise the value and contribution every member of our staff makes to our school, and in return we offer:

- An excellent working environment, with access to all the resources you will need to create exceptional learning opportunities.
- Enthusiastic and friendly children who are keen to learn.
- A clear vision with purpose and values that are supported by all our staff.