



TheNorth
school

Assistant SENCO
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Assistant SENCO at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIRE ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Assistant SENCO
Grade: SAT D
Responsible to: SENCO

Purpose of the Job:

To work under the professional direction of the SENCO as part of the professional team to support learning activities for students.

Key Accountabilities:

- Take shared responsibility for care and welfare of SEND students.
- Support groups of students of SEND students (including SRP, EHCP as well as K).
- Under the direction of the SENCO, collate and prepare information relating to assessments, statements and referrals to other agencies.
- To support the assess, plan, do, review process including the mapping of provision and accurate recording of intervention outcomes.
- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure student progress and development.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote students' self control and independence to ensure good behaviour and respect for others is maintained.
- Provide support with the development of our Specialist Resource Provision for ASC.
- Plan and deliver interventions for specific area of need and support the raising of standards and literacy across the curriculum.
- Attend review meetings and prepare paperwork.
- Work effectively with individual students, under the direction class teacher/SENCO. Essential requirements:
- Proven experience of working with primary or secondary aged children with ASD/ADHD and challenging behaviours.
- Knowledge and proven experience of working with children with SEN.
- Recent experience of working with Primary or Secondary children.
- Good ICT skills.
- Ability to exchange information both verbally and in writing with staff and parents.

Other Duties and Responsibilities

In addition all members of the school community are expected to:

- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. Health & Safety.
- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others safeguarding. The North School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance.
- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required as directed by the SLT.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	A good general standard of education, with at least 5 GCSEs or equivalent, including English and Maths	E
	At least five Level 2 qualifications including English and Mathematics	D
	Up to date safeguarding training.	D
Experience	Experience of working with children of secondary school age.	E
	Experience of learning support groups.	E
	Experience of ASD.	E
	To have an understanding of and the ability to interpret attainment records of students and knowledge of ensuring student progress.	E
	Demonstrate a basic understanding of the SEND work of a school.	E
	Demonstrate an understanding of SEND and responsibilities within code of practice.	E
	To have worked with students in developing literacy and numeracy skills.	E
	Experiences of developing social skills programmes with young people.	D
	To have a well developed understanding of a specific area of educational need.	D
Skills and Abilities	Ability to use all Microsoft office packages to a proficient standard e.g. manipulate data in Excel programmes; prepare documents for external audiences.	E
	Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.	E
	Good ICT skills	D
	Ability to exchange information both verbally and in writing with staff and parents.	D
Personal Qualities	Ability to relate to young people and adults, understand their needs and respond accordingly.	E
	Good influencing skills to encourage students to interact with others and be socially responsible.	E
	The ability to work well in a team and independently	E
	To have the capacity to develop knowledge in a specific area of educational need and to become a point of contact for that need.	E
	Ability to work with students in setting targets and to support students and teaching staff in implementing and reviewing targets.	E
	To be flexible and adaptable to meet the changing needs of the school.	E

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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SITTINGBOURNE, KENT
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