



**Westlands
Secondary School**

SEND Support Officer
INFORMATION



CONTENTS

Westlands Secondary School	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
Overview of Swale Academies Trust	Pg 7
Application Process	Pg 8
Safeguarding	Pg 9





Westlands Secondary School

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school.

However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school. Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education). If you would like to find out more about our school, our curriculum and our facilities, please visit our website (www.westlands.org.uk).

Please do not hesitate to contact us if you any questions or would like to know more about the role.

Yours faithfully,

A handwritten signature in blue ink, which appears to read 'Christina Honess'. The signature is fluid and cursive, written in a professional style.

Christina Honess
Headteacher



SEND provision at Westlands

The Inclusion Department co-ordinates the provision across the school for pupils who have identified special educational needs. A range of intervention strategies are used which are personalised to the needs of individual students. Not all pupils with special educational needs are taught within the inclusion unit or in one of our specialist resource units; pupils access the class best suited to their level of achievement.

The Pyramid Centre Specialist Resourced Units cater for pupils with a high level of SEND, who have an EHCP. Admission to the units are managed by the local authority. The referral pathway is through the LA, no pupil can be admitted without the prior agreement of KCC. Further details can be found in our admissions policy. Pupils who are attached to these units are taught in the mainstream school.

Our purpose built centre includes the Dyslexia Provision and Physical Disability Unit. It has three classrooms and a specially fitted Physical Disability suite. Some specialised teaching is undertaken here to meet the needs of those pupils with dyslexia who have been allocated a formal placement by the local authority.

JOB DESCRIPTION



Job Title: SEND Support Officer
Responsible to: SENDCO
Grade: SAT D

Purpose of the Job:

To work under the direction of the SENCO as part of the professional team supporting students with SEND.

Key Accountabilities:

- Take shared responsibility for care and welfare of SEND students.
- Complete Annual Reviews of EHCPs including meeting with parents and other stakeholders.
- To assist in the completion of access arrangements for the school.
- 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 predetermined 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 speech and language.
- Plan and deliver interventions for specific areas 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 of the class teacher/SENCO. Essential requirements:-
- Knowledge and proven experience of working with primary or secondary aged children with SEND and challenging behaviours.
- Recent experience of working with Primary or Secondary school children.
- Good ICT skills.
- Ability to exchange information both verbally and in writing with staff and parents.

JOB DESCRIPTION



Other Duties and Responsibilities

- In addition all members of the school community are expected to:
- • Have knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. Health & Safety and SEND.
- • 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 Sittingbourne 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



Qualifications	Essential / Desirable
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
Experience of ASD.	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.

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.

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.

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 Ellen Apps
Westlands Secondary School
Westlands Avenue
Sittingbourne
Kent
ME10 1PF

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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732