

SENCO

VACANCY

The Oaks Infant School
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The Oaks Infant School

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Dear Applicant

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

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.theoaksinfantschool.co.uk or contact the office: admin@oaks.kent.sch.uk (t: 01795 423619).

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

Yours faithfully

Mrs Jenny Wynn
Head of School



Mrs Catherine Hurst
Executive Headteacher



Advert

Job Title: SENCo

Grade: UPS plus SEN allowance

Monday to Thursday, 8.00am to 3.30pm (26 hours per week, 39 weeks per year)

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks Infant School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced teacher to join the school's successful and supportive team. This role may be suitable for someone with a passion for and experience of inclusive education, ideally with the SENCo qualification who are looking for a new challenge.

The Oaks is one of ten schools within Our Community Multi Academy Trust. We are a three form entry infant school, with a nursery and Specially Resourced Provision with 320 pupils on our roll, with an excellent reputation in the local community.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have a proven track record of highly inclusive practice
- Have excellent organisational skills
- Be punctual
- Communicate well with all stakeholders (especially families) and be confident leading others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have highly effective experience working in a school; leading on aspects of school improvement
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Jenny Wynn, via telephone on 01795 423619, or headteacher@oaks.kent.sch.uk.

Job Description

This is a middle leader's post within the schools staffing structure. This post holder is accountable to the Headteacher & the CEO of OCMAT Trust. As SENCo, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

Job Purpose:

To take responsibility for the day to day operation of provision made by the school for pupils with SEN (including those on class provision) and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.

The post will require you to work in partnership with the Headteacher, Deputy Headteacher, governors and staff to ensure the continuous improvement of the school.

Reporting to:

The post holder is responsible to the Executive Headteacher and Head of School.

The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.

The post holder may be expected to network and liaise across the collaboration of OCMAT schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

The post holder is responsible for:

- The persons line managed by the post
- The supervision and training of support staff within the SEN team holder
- The coaching, monitoring and development of 1:1 support staff.

Main Expectations of the Role

The following is a list of specific responsibilities that the SENCo is required to carry out:

Strategic Direction:

- Develop, implement, monitor and maintain SEN policies and practices, such as completing EHCPs, which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- Manage the professional development of staff within the SEN area and evaluate the impact on teaching and learning.
- Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEN.
- Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms.
- Work closely with parents to build and maintain positive relationships that support pupils with SEND. This includes attending parents' evenings, meeting with parents to discuss SEN issues and or needs and holding all required statutory meetings (annual reviews etc).
- Act as named lead for any/all LAC pupils at the school.

Teaching and Learning:

- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
- Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data. (Provision Plans, Annual Reviews for EHCPs, SEN register)
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning through monitoring.
- Evaluate the quality of teaching and standards of achievement /attainment for pupils with SEN and set targets for quality controlled improvement.

Leading and Managing Staff:

- Develop an understanding of SEN across curriculum teams and individuals with the view of enhancing performance in this area.
- Develop coaching and mentoring systems to ensure the support and development of 1:1 support staff working within the SEN area.
- Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.

Resource Management:

- Identify resources needed to meet the needs of pupils with SEN and advise the Headteacher & Governing Body of priorities for expenditure.
- Monitor and control the use of these resources.

Generic duties and responsibilities:

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- County policies
- National Standards for SENCO's
- National Professional Standards for Teachers
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- SEN Code of Practice
- Common core of skills and knowledge for the children's workforce.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.

Meetings

- Attend weekly middle leader's meetings with the SLT.
- Attend/Lead meetings relating to the SEN needs or requirements of all pupils

Data

- Regularly review and analyse the SEN assessment data; planning strategies and intervention to ensure that all children are being appropriately challenged and are making at least appropriate progress.
- Have a sound understanding of and commitment to the school's vision, ethos and teaching and learning policies.

Lead by example as a key professional in all areas of school life:

- Through providing an excellent role-model for all members of staff and pupils in all aspects of school life.
- To be an exemplar of all school policies and practices.
- To actively promote the aims of the school.
- To offer guidance and support to colleagues.

Undertake any duties assigned by the Executive Headteacher and/or Head of School consistent with the key purpose of the post.

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS
 Bredgar Church of England Primary School, ME9 8HB
 Dymchurch Primary School, TN29 0LE
 Lydd Primary School, TN29 9HW
 Lynsted & Norton Primary School, ME9 0RL
 Milstead & Frinsted Church of England Primary School, ME9 0SJ
 Minterne Junior School, ME10 1SB
 Petham Primary School, CT4 5RD
 Selling Church of England Primary School, ME13 9RQ
 The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

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

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

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

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, 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 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past 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 an employed teaching role

Safeguarding

OCMAT 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 six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
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 Kent
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