



THE
HOLMESDALE
SCHOOL

Swale
ACADEMIES
TRUST

The Holmesdale School Recruitment Pack

Assistant SENCo



**The Holmesdale School
Malling Road
Snodland
Kent
ME6 5HS**

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Letter from Glenn Prebble – Head of School

Dear Applicant

Assistant SENCo

Thank you for expressing an interest in the advertised Assistant SENCo post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

I have recently joined the school as Head of School and look forward to taking the school from being in a category to good. I am an experienced school leader who has supported a range of schools within Swale Academies Trust to improve Ofsted grading. To achieve this we ensured that expectations were high and we prioritised support and development for teachers and are proud of the fact that teachers there have become recognised experts in their fields and have gone on to support other schools and departments.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise that there is much work to be done and we are now working with the Swale Academies Trust to rapidly improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs. If you became part of our team we believe we could offer you a number of benefits. You would become part of something unique and successful and we can offer an exceptional package of professional development, ranging from a Master's Degree, an improving leadership programme, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a substantial remuneration package, including enhancements for working in a challenging context. Finally, should you join us, you will be working alongside Swale Academies Trust. Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references.

As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Prebble', written in a cursive style.

Mr Glenn Prebble
Head of School

Job Advert

We have an excellent opportunity for an ambitious professional to join our team of committed staff who share a common sense of purpose and high expectations of what students can achieve. We are a thriving school with delightful children, and this is an exciting opportunity for the right person. Are you forward thinking, committed to Putting Progress First and would like to be part of a dynamic team in our SEND department.

We are looking to fulfil the position of:

Assistant SENCo

30 hours per week, 39 weeks per year

Kent Range 6

To start as soon as possible.

As part of our development of the SEND provision at THS we have a vacancy for an Assistant SENCo, reporting to the SENCo. The role will require supporting the SENCo in continuing to deliver our vision of providing an excellent provision to ensure standards of teaching, learning and pupil progress are developed.

Contribute to raising standards of student attainment and to support the monitoring of the effectiveness of learning and teaching within the department and school.

Principal Responsibility

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs.

To play a key part in the development of our Specialist Resource Provision for ASC/

Key Accountabilities

- Take shared responsibility for care and welfare of SEND pupils
- Support groups of pupils 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 collate SEND statistical returns as requested.
- Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives that ensure pupil progress and development.
- Monitor and evaluate pupil 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 pupils' 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.
- Attend review meetings and prepare paperwork.
- Cover the transition class where necessary.
- Work effectively with individual pupils, under the direction class teacher/SENCo.

Essential

- Level 2 qualifications in English and Mathematics (GCSE or equivalent)
- Previous experience of working with children of secondary school age.
- Experience of learning support groups.
- Experience of ASC and other need types.
- To have an understanding of and the ability to interpret attainment records of students and knowledge of ensuring pupil progress.
- Ability to show sensitivity and objectivity in dealing with confidential issues .
- Demonstrate a basic understanding of the SEND work of a school.
- Demonstrate an understanding of SEND and responsibilities within code of practice.
- To have worked with students in developing literacy and numeracy skills.
- Ability to use all Microsoft office packages to a proficient standard e.g manipulate data in Excel programmes; prepare documents for external audiences.
- Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.
- Ability to relate to young people and adults, understand their needs and respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.
- The ability to work well in a team and independently.
- To have the capacity to develop knowledge in a specific area of educational need and to become a point of contact for that need.
- Ability to work with students in setting targets and to support students and teaching staff in implementing and reviewing targets.
- To be flexible and adaptable to meet the changing needs of the school.

Desirable

- At least five Level 2 qualifications including English and Mathematics.
- Up to date safeguarding training.
- Experience of developing social skills programmes with young people.
- To have a well developed understanding of a specific area of educational need.

Closing date: TBC

Interviews: As and when candidates are available.

The Holmesdale School is committed to the safeguarding and promotion of welfare of all children and young people. All successful candidates will be subject to an Enhanced DBS disclosure, CV and Occupational Health check as well as receipt of two satisfactory references.

Extract from Safeguarding Policy

Introduction and Ethos

The Holmesdale School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The Holmesdale School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

The Holmesdale School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected. As a staff, we are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our school core safeguarding principles are:

- We are an important part of the wider safeguarding system for children.
- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

There are four main elements to our safeguarding policy

- **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

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 four weeks 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
- Documentary evidence of identity that will satisfy DBS requirements
- 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 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
- Satisfactory completion of a Health Assessment
- Satisfactory completion of six month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

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.