



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 position. We hope that you will look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

The Holmesdale School is a purposeful community where pupils and staff work together well. Pupils appreciate the ambition that staff show for them and the determination with which they have improved the school and continue to improve the education they receive.

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 how important it is to offer a consistently good quality educational experience. We are now working with the Swale Academies Trust to continue to 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 leading school improvement and are looking for dynamic people who want to transform children's lives in some of the more 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

Extract from Safeguarding Policy

Introduction and Ethos

- The Holmesdale School recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- The Holmesdale School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Staff working with children at The Holmesdale School will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.
- The Holmesdale School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.
- Our core safeguarding principles are:
 - **Prevention**
 - positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.
 - **Protection**
 - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
 - **Support**
 - for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.
 - **Working with parents and other agencies**
 - to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- The procedures contained in this policy apply to all staff (including governors, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2021.

Job Description

School:	The Holmesdale School
Job Title:	Assistant SENCo
Grade:	KR6 Pro-rata - 30 hours, 39 weeks per year
Responsible to:	SENCo overseen by AHT for Quality of Education

Purpose of the job

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

PRINCIPAL RESPONSIBILITIES

- 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 support the assess, plan, do, review process including the mapping of provision
- 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.
- 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.
- Cover classes where necessary.
- Work effectively with individual pupils, under the direction class teacher/SENCo.

Essential requirements:-

- Proven experience of working with primary or secondary aged children with ASD/ADHD and challenging behaviours
- GCSE Maths and English at C or above or equivalent level 2 qualification
- Knowledge and proven experience of working with children with SEN
- Recent experience of working with Primary or Secondary school children

- Good ICT skills
- Ability to exchange of information both verbally and in writing with staff and parents.
- 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 Holmesdale 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 and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Holmesdale School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions document and reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time.

Person Specification

Job Title:	Assistant SENCO
Grade:	KR6 Pro-rata - 30 hours, 39 weeks per year
Responsible to:	SENCo overseen by AHT for Quality of Education

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 ASD
- 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.

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.

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.