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Welcome letter from the Head Teacher

Dear Applicant.

Thank you for taking the time to find out more about our school and the role of SENDCo.

We are a two-form primary school in the heart of Holloway in Islington, North London and serve our diverse community with pride and passion. As a school we have a big focus on a creative approach to learning through art, music and drama and all children over the course of the year will have the opportunity to study at least one topic area in this way.

We have a history of high achievement throughout our school and are particularly proud of the progress that children who experience disadvantage, are vulnerable or have learning delay or difficulty make during the time they are with us; the role of SENDCo is central to this progress.

As a member of the Senior Leadership Team, our SENDCo will have the opportunity not only to shape SEND work across the school but influence and inform whole school procedures, policies and ways of working, as well as supporting staff in their development as facilitators of learning and leaders in their own right.

Safeguarding is, of course, our highest priority and as SENDCo, you will have an important role in this area, building on the already strong practices, relationships and strategies in place to keep our whole community not only safe but thriving and succeeding.

Visits to our school are welcomed and encouraged; I look forward to meeting you.

Yours sincerely,

Andrew Turnock

Head Teacher

Information about Grafton Primary School

At Grafton, we are extremely lucky to work with a wonderful community, with brilliant children, with talented staff and with supportive parents and carers. Located just off both Holloway Road and Seven Sisters Road we are at the heart of our vibrant community.

We are 2-form primary school, with a 40-place nursery and 2+ provision, set in generous grounds with a large playground, two gardens, science and art room, as well as a dedicated space for both breakfast club and after school club. We have 460 children currently on role, representing diverse cultural backgrounds and heritages.

56% of our children qualify for Pupil Premium, 30% of children are on our SEN Register, our children speak more than 30 different languages and our families originate from more than 30 different countries. Our community is our greatest asset.

Grafton is a dynamic school, full of creativity, where children are fully immersed in their learning.

We believe in high expectation but within a low stakes culture. Our aim is to create better societies and for our children to be great citizens of our world.

Advert: SENDCo/SENDCo

Salary: Range MPS6 to UPS3, plus SENDCo Allowance

Actual salary: £47,666 to £56,959, plus SENDCo Allowance £2,539 to £5,009

Contract: Permanent Full time, the school will consider applications from candidates who would prefer a part time role or a job share.

Required for: January 2024

We are looking to appoint an enthusiastic and highly motivated SENDCo to join our dynamic, creative and diverse school.

The SENDCo is a crucial member of staff with responsibility for all aspects of leading and managing SEND and Inclusion in the school, including analysing data, supporting planning and implementation of interventions and strategies. They will also have vital role in Child Protection.

The successful candidate will need:

- Relevant previous experience as a SEND Coordinator preferably within a multi-cultural, multi-ethnic, inner-city school
- Excellent time management, organisation and interpersonal skills
- A thorough knowledge of the SEND Code of Practice
- A passion for high-quality inclusive teaching and learning which promotes the highest standards of achievement for all
- Knowledge and understanding of strategies for adapting learning to meet the needs of all children
- Thorough knowledge of safeguarding procedures and a track record of promoting safeguarding across a whole school
- To have respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process, alongside experience of managing conversations with parents about safeguarding or additional needs

We are looking for someone who:

- Wants to make a difference, especially for the most vulnerable children
- Will work creatively and effectively with the Head Teacher, Senior Leadership Team and Governors to drive school improvement

- Has made an excellent contribution in the learning and progress of children and who is able to use their skills and knowledge of strategies and interventions to develop colleagues in improving teaching and learning
- Possesses an unrelenting drive and genuine commitment to raise standards of achievement through the development of outstanding, bespoke teaching and learning.

We can offer:

- Support and training through the local SEND Network Group
- Staff who are committed to high-quality teaching and learning and an exciting, creative culture where everyone is encouraged to think outside the box
- A school at the heart of its community

Visits to the school are actively encouraged; please contact the school office to arrange a time.

Closing date: Sunday 13th October 2024 Midnight

Interviews: Week commencing Monday 21st October 2024

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, as this post comes under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job Description

Working towards total inclusion by ensuring the needs of all children are recognised and catered for regardless of age, gender, ethnicity background, attainment, additional needs or disability and religion or belief.

To develop and maintain an Inclusion Policy for the school in light of any relevant developments.

To be responsible for the planning and monitoring of the assessment of children's work in relation to the curriculum of the school, with the objective of broadening the range of children's understanding and competence in all areas of the curriculum particularly with key skills of reading, writing and maths.

- To promote and lead on safeguarding as part of a team throughout the school.
- To lead on all matters in relation to the provision for Children Looked After as well as having oversight of those children previously looked after.
- To understand how to promote and support the mental health of children, staff and our wider community.

To carry out the duties of a schoolteacher and Senior Leader UPS as set out in the "Schoolteacher's Pay and Conditions Document".

- To work independently as well as in close partnership with the Head and the Governors.
- To be an active member of the School Leadership Team
- To play a full role in the arrangements of Performance Management and the school's Equality Policies.
- To identify, manage, monitor, analyse, review and co-ordinate a range of support initiatives and strategies in numeracy, reading and writing with HLTAs, Teaching Assistants and SEN Teaching Assistants with the aim of raising standards of attainment.

- To liaise closely with those responsible for EMAS and Equality.
- To draw up and implement an action plan for Inclusion as part of the School Improvement Plan.
- To co-ordinate and collate termly and yearly statistics and monitor and evaluate children's progress and the standards achieved by SEN pupils, with the Headteacher and the Assessment Leader setting targets for SEN pupils.
- To advise and guide colleagues in the preparation of policies in all areas of the curriculum with regards to Inclusion.
- To organise and chair appropriate staff meetings
- To provide guidance and support to all teachers by means of meetings, working alongside individual teachers, modeling good practice and by monitoring their work in order that the needs of SEN children are met.
- To lead and motivate colleagues by providing an example in the classroom and around the school.
- To identify children belonging to different groups and make provision to effectively meet their needs including those children for whom school is challenging.
- To help colleagues to identify children's special needs and give them access to the whole curriculum.
- To monitor children with special needs and to advise teachers on the creation and maintenance of SMART targets.
- To keep the SEN register of children.
- To keep a provision map of interventions for those with SEN plus inputs and outcomes.
- To monitor curriculum delivery to ensure that children are receiving their entitlement.

- To be responsible for the deployment and performance management of SEN Learning Support Assistants and the Therapeutic Team.
- To lead SEN Learning Support Assistants and the Therapeutic Team in their professional development through ensuring an effective programme of external and internal INSET and through effective and challenging performance management.
- To ensure that the appropriate support agencies are consulted and used as necessary, in particular those relevant to children with special needs.
- To act as Child Protection Officer in liaison with the Headteacher and Deputy and Safeguarding Team To maintain and develop the school's safeguarding policy. To attend meetings and to work in close collaboration with the school's safeguarding team keeping all safeguarding records up to date.
- To review termly targets for children in the SEN Register in line with the SEN Code of Practice
- To develop parental engagement within the school and to liaise effectively with parents and carers.
- To lead the Pastoral Support Team.

This Job Description may be reviewed when necessary and may be amended at any time by the Headteacher in consultation with the postholder. Non-contact time will be essential to the SENDCo in carrying out their wide-ranging responsibilities. This currently stands at 0.8 per week, 0.2 teaching in partnership with class teachers, to support pupils with special needs.

Person Specification

Qualifications and Training

- GCSE (or equivalent) in English and maths
- Degree
- QTS
- Desirable- Level 5 Safeguarding Qualification, and National award for SEND Co-ordination/NPQSEN

Experience

- At least 5 years teaching experience
- Successful leadership and management experience in a school or other relevant organisation
- Experience of managing safeguarding/SEND in a school or other relevant organisation, including:
- Building relationships with children and their parents, particularly the most vulnerable
- Working and communicating effectively with relevant agencies, implementing and encouraging good safeguarding practice throughout a large team of people
- Demonstrable evidence of developing and implementing strategies to help children and their families
- Experience of handling large amounts of sensitive data and upholding the principles of confidentiality

Skills and Knowledge

- Expert knowledge of legislation and guidance on safeguarding/SEND and working with young people, including knowledge of the responsibilities of schools and other agencies
- Ability to work with a range of people with the aim of ensuring the safety and welfare of children
- Awareness of local and national agencies that provide support for children and their families
- Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding/SEND concerns

- Good IT skills, including ability to use excel, word, MS teams, and schools' management software- or ability to learn quickly
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders

Personal Qualities

- Commitment to ensuring the safety and welfare of children
- Commitment to upholding and promoting the ethos and values of the school
- Integrity, honesty and fairness
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality

How to Apply

Application Deadline

Completed application forms must be received by Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

To apply Please apply online

To find out more about the role, please contact our school on 020 7272 3284

Completing your Application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences.

Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by the head teacher and senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.