



HEDINGHAM SCHOOL  
AND SIXTH FORM

# SPECIAL EDUCATIONAL NEEDS & DISABILITY COORDINATOR

CANDIDATE INFORMATION



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## HEDINGHAM SCHOOL - CONTEXT

Hedingham School and Sixth Form is an over-subscribed, independent Academy situated in an attractive village in North Essex (within easy reach of Braintree, Chelmsford, Colchester and South Suffolk). Our students are polite and engaged and love to learn and our parental body is highly supportive. As one student recently put it when speaking to an Ofsted inspector, *"The school values shape us into adults."*

We are a school that values its history, maintaining traditional events and initiatives that are deep rooted in the local community whilst embracing new technologies, such as our offer of T-level Digital Business Services in our new state of the art T-level building, alongside our rural vocational centre supporting students towards pathways into local industry including agriculture.

Hedingham School provides a high-quality educational experience for all students and strives to ensure that each individual's academic and personal development is fulfilled.

We offer a vibrant learning environment where students are encouraged to 'think' and explore strategies to grasp and apply knowledge.

The curriculum offered is purposeful and stimulating, allowing students to build a range of skills as they progress through school.

We want our students to be resilient and take on the challenges of the 21st century. We encourage them to approach school with confidence and participate fully in all aspects of school life.

At Hedingham School, our students support and care for each other and display high levels of respect for all members of the community. Hedingham School has a strong 'culture' which actively promotes equality of opportunity, allowing all students to pursue their ambitions.

We believe in building strong partnerships with parents, based on trust and confidence.

**Ofsted 2023**



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February 2024

Dear Candidate

Thank you for your interest in this position, and in Hedingham School.

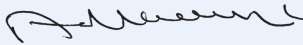
Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort takes to prepare and make an application and I thank you in advance. When writing your Application, please address the job description and person specification enclosed and explain why you are equipped to move into this role, specifically at Hedingham School.

The closing date for applications is 19 March 2024.

Should you wish to discuss the role prior to making an application please contact Mr Paul Finch at [hed.finchp@hedingham.essex.sch.uk](mailto:hed.finchp@hedingham.essex.sch.uk).

I look forward to receiving your application.

Yours sincerely



Mr A Harvison  
HEADTEACHER



## MISSION STATEMENT

**'Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21<sup>ST</sup> century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community!'**

**OUR SCHOOL MOTTO IS:**

**READY RESPECT SAFE**

## VISION

**This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:**

**To provide the knowledge and skills required to be successful learners**

**To create resilient and independent learners who are able to meet the challenges of the 21<sup>ST</sup> century**

**To prepare learners for the next step in their education**

**To broaden their horizons through a rich and varied enrichment programme**

**To encourage learners to be active citizens who contribute positively to the community**



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## WHY WORK WITH US

### We care about your well-being:

At Hedingham School and Sixth Form, our teachers' well-being really matters. That's why our leadership team carefully consider the impact that every decision will have on staff workload (Ofsted – March 2023). We value the importance of our staff and recognise the direct impact that they have on shaping the futures of our

students. As such, we continually try to forge an environment in which they can flourish and develop.

Twice a term, we also have well-being weeks, which clear the calendar and enable staff to indulge in yoga, badminton, art classes or whatever encourages them to unwind and interact with colleagues.

### Opportunities for career progression:

Staff are consistently offered opportunities to progress their career within the school as well as undertake whole school temporary

projects as a stepping stone to wider responsibilities. Many of our staff that have taken on leadership roles in the school have progressed from within.

### Training Opportunities:

We have a strong commitment to continuous professional development, using both internal and external expertise, with currently more than 20 team members undertaking National Professional Qualifications supported by the school. Many of our staff are

Lead Subject Mentors for the local ITT hub. We encourage staff to lead CPD with colleagues but offer remission time to plan and refine their training sessions on the recognition that one hours high quality delivery often requires five hours in the planning.

### Be involved in our broad curriculum offer:

As a teacher, often part of the enjoyment of working with children comes from experiences out of the classroom.

We offer opportunities for staff to be involved in trips and visits

including water sports trips, ski trips, theme park visits, New York, Duke of Edinburgh as well as more local visits that are built into subject curriculum offer as well as our wider personal development programme.

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## JOB DESCRIPTION

### Role Purpose

A SENDCO provides leadership and management for the provision of pupils with SEND, promoting and implementing the school's SEND Policy in accordance with the SEND Code of Practice. While the Head Teacher carries overall responsibility for school improvement, the SENDCO has responsibility for providing professional guidance to support teachers in securing high standards of teaching and learning, as well as playing a major role in the development of school and SEND policy and practice. Throughout their work, the SENDCO ensures that practices improve the quality of education provided, meet the needs and aspirations of all pupils (in particular those with SEND) and raise standards of achievement in school.

### Key Accountabilities

Reporting to the Headteacher, this post holder will be accountable for:

**Strategic direction and development of the SEND**

**Teaching and learning for SEND**

**Effective communication with parents and other stakeholders**

**Leading and managing staff**

**Efficient and effective deployment of staff and resources**

**Specific responsibilities of SENDCO**

### Strategic Policy and Planning

Within the context of Hedingham School's aims and policies, the SENDCO supports the development and implementation of subject policies, plans, targets and practices.

**Establish a clear and ambitious vision for SEND to formulate an Inclusion/ SEND Development Plan consistent with the School Development Plan**

**Ensure whole-school SEND policies translate into effective inclusive practice and are fully aligned with the SEND Code of Practice**

**Represent Hedingham School at relevant meetings inside and outside of the setting, and feedback policy and practice**

**Line manage support staff and develop appropriate professional development plans for each**

**Convene regular support staff meetings with agendas and minutes circulated to team members**

**Promote high standards in inclusive SEND and Nurture provision and support, leading by example**

**Monitor attendance of SEND students and ensure that strategies are in place to address students with persistent absence**

**Keep abreast of current educational thinking and SEND/Inclusion/Pastoral developments**

**Promote a positive image of the academy in the community**

**Meet with the Leadership Team to review the progress and needs of pupils with SEND**

**Attend relevant Leadership Team Meetings**

**Ensure that the academy meets its statutory duties for pupils with SEND**

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## Teaching and Learning

The SENDCO secures and sustains effective inclusive SEND teaching, evaluates the quality of teaching and standards of pupils' achievements and set targets for improvement.

**Ensure consistency of practice across SEND, with regard to lesson planning and the quality of teaching**

**Monitor and track student performance and progress, seeing that assessment data is recorded and used, and that targets are set**

**Be able to deliver and model high quality teaching and to be able to use expertise in this area to advise and mentor colleagues**

**Work closely with the SLT in ensuring effective use of e-learning/SEND specific technology**

**Encourage and develop extra-curricular and enrichment provision where relevant to students with SEND**

**Identify and adopt the most effective teaching approaches for pupils with SEND and lead, advise and support both teaching and support staff in the delivery of the above**

**Support teachers in implementing a graduated response of support strategies for pupils**

**Monitor and evaluate the quality of teaching and learning, and implement robust quality assurance that evidences best practice and brings about improvement**

**Oversee and monitor the quality and the delivery of the curriculum in relation to, evaluate its success and set targets for improvement**

## Leading and Managing Staff

The SENDCO provides all those with involvement in the teaching or support of pupils with SEND, the support, challenge, information and development necessary to sustain and secure improvement.

**Monitor staff performance, supporting, challenging and setting targets**

**Advise the Head Teacher on appointment of staff within the area of SEND/Pastoral nurture support, drawing up job specifications and sitting on interview panels as appropriate**

**Oversee the induction of new staff**

**Set a professional example in terms of teaching, attendance, energy and effectiveness**

**Oversee and support the deployment of support assistants so they effectively raise the quality of learning and achievement**

**Deploy, monitor and ensure the performance of any external professional or other support**

**Oversee and monitor the professional development of colleagues through undertaking Line Management responsibilities, notably a team of Teaching Assistants**

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## Parents/Other Communication

Liaise with parents as appropriate with regard to pupils' progress, behaviour, attendance, safeguarding or other concerns

Liaise with other schools, outside agencies, industry and other professionals as necessary

Attend relevant meetings with parents e.g. reintegration, pastoral support meetings, attendance visits

Liaise with teachers and Leaders when required

Lead/attend meetings to inform parents of new developments

## Resources Management

Help create a safe, stimulating and attractive environment for teaching and learning

Identify, order and distribute appropriate resources and ensure they are used efficiently, effectively and safely

Manage any delegated budget and maintain up-to-date accounts in accordance with school procedures

Oversee stock control, storage and filing systems and regularly update inventories

## SENDCO Specific Responsibilities

Day to day leadership and implementation of the school's Special Education Needs and Disability (SEND) Policy.

Register and monitoring of the record keeping of pupils with SEND.

Be responsible for maintaining and keeping up to date information on SEND pupils

Chair review meetings of pupils with SEND, including annual reviews and EHCP related meetings

Lead and have responsibility for the preparation of exam arrangements for pupils with SEND in key year groups

Liaise with external agencies including educational psychologists, the school medical officer and other support agencies, medical and social services

Prepare requests for EHC needs assessments and implement provision named in pupils' EHCPs

Responsibility for ensuring preparation and implementation of individual pupil support plans, including reviewing, updating and ensuring effective use by all staff

Collect and interpret specialist assessment data

Monitor teaching and learning activities to meet the needs of pupils with SEND

Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND

Lead, advise and support staff on suitable materials and modifications for students with SEND



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## PERSON SPECIFICATION

### Experience

Experience of working with SEND students  
Teaching and maintaining the professional teaching standards

Teaching all key stages  
Successful completion of teaching practice & PGCE/GTP year (if ECT)

### Education & Training

Qualified Teacher Status  
Record of continuing professional development

Hold or be committed to undertake the NASENCo qualification

### Knowledge

Excellent subject knowledge and passion for SEND  
Good knowledge of pedagogy, how students learn and teaching and learning styles  
Strong written and literacy skills

Knowledge of effective SEND assessment strategies  
Knowledge of how to use SEND data for target setting and improving performance

### Skills/Aptitudes

Good classroom practitioner using effective behaviour management and a range of learning strategies  
Excellent relationships with students and colleagues  
Ability to inspire and motivate students

Ability to work effectively under pressure and meet tight deadlines  
Creativity, energy and enthusiasm  
Flexibility and adaptability to change  
Good ICT skills  
Ability to teach at all levels

### Committed to:

Inclusion and a positive, *"can do"* approach to learning  
Flexible working practices / willingness to go that "extra mile"  
Safeguarding the welfare of students

Raising the profile of your subject within the school and the community

A supportive ethos of enhancement, study support and extra-curricular activities



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