



Job Application Pack

Special Educational Needs
Coordinator (SENCO)



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



General Information

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Special Education Needs Coordinator (SENCO)
Required: June/September 2021
Teacher Main/Upper Pay Scale + SEN Allowance
Full Time

We are seeking to appoint an exceptional and inspirational qualified teacher as SENCO, ideally suited to an experienced individual in a similar role. Consideration will be given to all subject areas.

This is a fantastic opportunity for a dynamic and committed professional to lead and manage the School's SEN provision for students with a range of additional learning needs.

The successful candidate will be passionate about ensuring that every student at The James Hornsby School makes excellent progress. Oversee and support the delivery of our SEN department. Working with the Senior Leaders across our school to continue to deliver a happy, friendly and positive learning environment.

We are looking to appoint a colleague who shares our commitment to high standards of professionalism and academic achievement for every one of our students and who will go the extra mile to help them achieve excellence. If you are an outstanding practitioner with a commitment to high standards, we would be delighted to hear from you and look forward to receiving an application.

We reserve the right to close this vacancy early if there is a good level of response. Therefore we would recommend that you submit your application as early as possible.

For more information contact Leeann Howsego, Personnel Officer
leeann.howsego@jameshornsby.essex.sch.uk

Vision & Ethos

The Trust was set up in December 2017. As a Multi Academy Trust we are fully committed to excellence in all MAT pillars: governance, education and business operations.

Zenith understands that the future of the education system relies upon schools/academies and MATs working closely together to share best practice, improving each students' life chances and increasing the capacity of the MAT's role to enhance social mobility.

We work with our growing family of local primary, secondary and teaching schools whilst collaborating with other MATs to make this vision a reality.

We endeavour to:

- Provide a quality educational experience for all;
- Build more flexible capacity to improve standards faster for local children;

- Work inclusively within our communities embracing the varied localities we serve within our articulated values;
- Be supportive, share expertise, whilst working collaboratively holding each other to account;
- Develop the very best leaders of tomorrow on improving education and transforming lives;
- Ensuring that pre-conditions that enable students to learn are identified and addressed.
- Provide a coordinated approach to safeguarding, whereby schools fulfil their responsibility effectively. Ensuring all professionals' approach to safeguarding is child-centred.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application.

Closing Date: Midday 8th March 2021

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

We look forward to receiving your application.

Welcome from the CEO



Dr Margaret Wilson CBE

We are a South East Essex Multi Academy Trust, currently comprising three secondary schools and one primary school: The King John School in Benfleet, The James Hornsby School in Basildon, Castle View School in Canvey Island and Laindon Park Primary School and Nursery in Basildon.

We have created a unique bespoke initiative to support young people with complex needs who are facing tough circumstances and/or personal problems – Zenith Minds. It is a MAT wide provision that offers child centred support tailored to each individual. This support includes educational psychologists, family liaison specialists and counselling services.

As a member of staff within the Trust you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You will become a valued member of a small group of schools.

The Trust's core aim is to ensure that we enhance the life chances of all the young people within the Trust to enable them to fulfil their potential and achieve the best possible outcomes. This is at the heart of everything we do.

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly trust which looks after the wellbeing of all its staff
- High performing school settings with excellent facilities
- Access to high quality and bespoke CPD across the trust
- A supportive and positive induction programme
- The opportunity to develop your career with and across the Trust Schools

Staff Wellbeing

The Trust is committed to providing a working environment and management practices that promote good health and wellbeing of all its employees. The Board of Trustees' 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the Trust's employees, the Trust has adopted:

- The attendance management policy and procedure for staff which provides a framework with clear milestones enabling managers to effectively manage attendance;
- The health and safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff wellbeing policy which focuses on obligations supporting staff's health and wellbeing.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
- Access to Benenden Healthcare rewards and discounts scheme
- Generous Teachers' Pension and Local Government Pensions
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum
- Free access to on-site gym facilities
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Discounted external gym memberships

The Schools of Zenith Multi Academy Trust



**THE
KING JOHN
SCHOOL**

A QUALITY EDUCATION FOR ALL

Mr Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his student. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Mrs Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



Castle View School

Pursue Excellence | Be The Best

Mr Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mindset to contribute positively to our wider society. The headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.



The James Hornsby School

Together we excel

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve Outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

- A Family ethos
- High Expectations
- Desire
- Hope and Aspiration
- Innovation

The Headteacher Mrs Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

Job Description

Job Title	Special Educational Needs Coordinator (SENCO)
Reports to	Headteacher
Grade	Teacher Main/Upper Payscale + SEN Allowance
Job Purpose	To ensure under the direction of the Headteacher that all children, including those with Special Needs and Disability (SEND) receive appropriate support.
Principal Accountabilities	To be responsible for all-through systems and processes relating to the SEND code of practice, adhering to all statutory requirements.
Specific Responsibilities	
<p>Strategic leadership</p> <ul style="list-style-type: none"> • Support the Headteacher and Deputy Headteachers in providing a clear vision and direction for the development of systems and processes designed to support Inclusion across the secondary phase • To monitor interpretation of the SEND policy and ensure that SEND code of practice is implemented and embedded across the school • Deliver INSET to colleagues on SEND and strategies to support students with SEND • As Special Needs Coordinator, promote inclusion throughout the secondary phase and ensure consistency across the school • Lead the development of good practice for Inclusion across the secondary phase • Support the production of a whole school Inclusion development plan with clear aims, objectives and strategic priorities to meet the needs of all pupils and, if necessary, offer direction to the Inclusion Manager regarding strategic priorities • To strategically lead and develop the effective use of Learning Facilitators' across the school. • Strategic oversight of project groups and other intervention groups. <p>Operational role</p> <ul style="list-style-type: none"> • Ensure that the needs of individual students are met through a broad, balanced, relevant and differentiated curriculum • Update annually the SEND register • Assist staff in the development and implementation of targets for individual students on Individual Education Plans (IEPs) or Pupil Passports • Work with colleagues to produce detailed plans/programmes to meet the needs of individual students and targeted groups of students • Set up systems for identifying, assessing, tracking and reviewing student needs • Set up systems for immediate assessment (within 5 days) of new arrivals and liaise with the data manager to get assessments uploaded onto SIMS • To liaise with feeder schools and Sixth Form institutions to aid transition of students with SEND • Monitor actively and respond immediately to curriculum developments related to Inclusion • Arrange, attend and prepare materials, where appropriate, for annual and/or termly review meetings • Ensure that parents are consulted and informed about their child's progress at all times • Develop supported and improved home learning • Liaise with Social Inclusion staff in the care and support of children who may require additional pastoral care at some time in their school life (eg. bereavement, separation, mental health, sickness) identifying the right systems to support them • Hold responsibility for the school's access arrangements for students with SEND so that they receive appropriate support during mock and public exams • Identify students who qualify for access arrangements and liaise with appropriate authorities to confirm and carry out these arrangements • Effective line management and oversight of Project groups and intervention groups. • Liaison with all enhanced provisions specifically Zenith Minds to ensure appropriate transition and re-integration. 	

Staffing and resources

- Line manage, organise, monitor and support Learning Facilitators' (TAs) in the secondary phase to ensure that they provide effective and appropriate support for students and teachers
- Lead and manage the professional development process for all secondary LFs
- Effectively manage and deploy resources, organising and maintaining stock, keeping appropriate records and contributing to the management of the SEN and Inclusion budget

Communication

- Work with parents to ensure the best possible outcomes for children
- Liaise with Learning Leaders and other pastoral staff in the Student Support Unit concerning the progress and well-being of students with SEND
- Liaise with other schools and outside agencies to ensure the best possible outcomes for students
- Attend and contribute to appropriate middle leadership, senior leadership and governing body meetings
- Attend meetings with external agencies to support progress and well-being of students

General duties as a classroom teacher

Under the reasonable direction of the Headteacher, carry out the professional duties of a class teacher through delivery of withdrawal groups for students with learning and/or literacy difficulties.

Testimonials

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

- Maths Teacher – The James Hornsby School

