



Recruitment Pack



Assistant SENCO



Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Assistant SENCO vacancy at Birchfield Community Primary School. We are looking to appoint an additional member to our existing team.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or office@birchfieldprimaryschool.co.uk

Best Wishes

Richard Culham
HEADTEACHER



The Vacancy

30 hours per week, Monday to Friday, term time (38 weeks).

Grade 13 (£17,772 - £20,138 FTE) Actual salary £12,545 -£14,215 (£9.21 - £10.43 per hour)

Start date: 1 September 2017

We are looking to appoint an experienced and motivated individual to work alongside our SENCO. The role will include day to day administrative duties such as attending meetings, writing reports and preparing applications and referrals, as well as supporting pupil premium and more vulnerable pupils in a pastoral role.

Closing date: Wednesday 5 July 2017

Interview date: w/c 10 July 2017

Our school is committed to safeguarding our children and this post will require a criminal background check (DBS) via the Disclosure Procedure before commencing work.

Selection Procedure

- Advert placed in Somerset County Council jobsite, Dorset County Council jobsite, school website and Blue Sheet Bulletin.
- Closing date for applications: 5 July 2017
- Shortlisting: 6/7 July 2017
- Letters sent out to successful candidates for interview (via email): 7 July 2017
- Interviews take place: w/c 10 July 2017





Main Duties and Responsibilities (Job Description)

Under the direction of the SENCO/Deputy Headteacher this post-holder will:

Admin/working with SENCO

- Attend and minute SEND meetings and distribute paperwork to relevant parties.
- Funding Applications – Gather evidence, write pen portraits and organise applications.
- Access arrangements for SATS – Assess children and compile evidence for access arrangements under the direction of the Y6 teacher.
- Transition to secondary schools – with Y6 teacher and/or SENCO meeting with the SENCO and head of year. Plan and organise extra visits for vulnerable pupils.
- Consultation meetings – SENCO decides who will be the focus. Post-holder to collate paperwork and information for the meeting, attend the meeting, distribute paperwork to all that attend.
- PEVP panel paperwork – Under the direction of the SENCO gather all the evidence and documents, fill in paperwork and send all prior to panel to see if criteria met before proceeding.
- Referrals to ITS - Under the direction of the SENCO fill in referrals and liaise with Therapy Services.
- Outside Agencies – under the direction of the SENCO access and liaise with all outside agencies.
- Updating pupil files – electronically and manual paper files.
- PEP meetings – under the direction of the SENCO organise meeting invites, paperwork and distribution.
- Annual Review – under the direction of the SENCO organise paperwork and attend meetings, invite parents and professionals.
- Education Healthcare Plans - under the direction of the SENCO collate paperwork and organise evidence. Liaise with and support parents with the evidence and guidance for their part of the process.
- School Entry Plan meetings - Under the direction of the SENCO/Head organising invites, prepare the form and ensure all details are added prior to the meeting, type up minutes and distribute paperwork.
- Attend regular professional development meetings and courses to update skills.
- To support the SENCO in managing the implementation of an inclusive curriculum.

Working with staff

- Assist in the preparation for educational visits, and where appropriate accompany students.
- Cascade any training to LSA's as appropriate.
- Undertake cover for absent LSA's as requested by the Headteacher/SENCO.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Minute LSA meetings.



- To work with class teachers to track provision and set targets for SEND children which are shared with parents and reviewed at least termly.

Pastoral

- Provide social and emotional support and refuge as requested for children.
- Support class teachers with keeping children in class.
- Be a point of contact for vulnerable students during the school day.
- Under the direction of the SENCO liaise with and support parents regarding their child's social and emotional needs.

Working with children and/or parents

- Complete school specific SEND assessments, and alongside the SENCO and Class Teacher assist in planning the next steps. These may include single word reading test, spelling test, reasoning test, BPVS, vocabulary tests and the dyslexic portfolio.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement a support plan (with a particular focus on those pupils who receive pupil premium funding).
- To manage appropriate resources for Special Needs and ensure that they are used efficiently, effectively and safely.
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support and individual learning plans.
- Effective plans of action to support those pupils.
- Children with medical needs – work with children and families where children have medical needs, ensure needs are being met by working with school staff and appropriate outside agencies.
- Toileting – manage pupil's toileting needs according to their toileting plan. Ensure communication channels between parents, school and nurse are always open. Under the direction of the SENCO facilitate and attend meetings.

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.



Person Specification

	ESSENTIAL	DESIRABLE
1. Requirements	<ul style="list-style-type: none">• Previous LSA experience• Previous experience of working with individuals with a range of additional needs• Experience of working with children both in class and in groups.• Experience of working within a team.• Behaviour management awareness / strategies.• Basic IT skills, knowledge of word, excel, email and content management systems.• Willingness to attend training / courses.• Minute taking, record keeping and report writing experience.• Tracking and target setting using bespoke software.• Ability to work and communicate with a range of stakeholders (inc staff, parents, and external agencies).• Willingness to contribute to all aspects of school life so as to improve the quality of educational provision.	<ul style="list-style-type: none">• Experience of working in a nurture environment.• Experience of internal sharing of good practice.• Familiarity with SEND diagnostic tests• Experience of working with vulnerable groups i.e. pupil premium and looked after children.
2. Qualifications	<ul style="list-style-type: none">• English and Maths GCSE (or equivalent)	<ul style="list-style-type: none">• Higher education: Degree/Diploma• Moving and Handling qualification• Team teach• First Aid• Hold a HLTA or equivalent qualification
3. Personal Qualities	<ul style="list-style-type: none">• Ability to be flexible within the day.• Ability to be proactive and reactive.• Sensitive and caring.• Reflective practitioner.• No convictions that impact on job.• No gaps in CV timeline.• Sense of humour.	



	<ul style="list-style-type: none">• Work effectively in a team.• Able to 'think on feet'.• Willingness to go that 'extra mile'.	
4. Other	<ul style="list-style-type: none">• 2 fully supporting references which cover the candidates' professional, personal and leadership qualities.• DBS check	

How to Apply

Application form to be completed and returned to the school office by 5 July 2017.



Recruitment and Selection Policy

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
 - deter prospective applicants who are unsuitable for work with children or young people;
 - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
 - the school’s recruitment policy (this document);
 - the selection procedure for the post;
 - an application form.
 - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a CRB disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity
 - to complete a CRB disclosure application and receive satisfactory clearance
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).