

Parrs Wood High School

A Specialist Technology College
Wilmslow Road, East Didsbury,
Manchester, M20 5PG
Headteacher: Mark McElwee
Tel: 0161 446 8640 Fax: 0161 445 5974
email: recruitment@pwhs.co.uk

**Assistant SENDCO – TLR 2B (£4,530)
Required for September 2019**

Parrs Wood High School is seeking to appoint an outstanding, well-qualified and committed Assistant SENDCO. The successful candidate will support the Director of Inclusion in all aspects of department management. They will be responsible for coordinating the curriculum of the Year 7 Transition / Primary Model class. We will support the successful candidate to complete the National SENDCO awards

Parrs Wood High School continues to have positive outcomes across three key stages, and we are passionate in our approach to provide a learning environment where students can exceed their academic and social expectations. Our significant improvements have been recognised by Ofsted where we were judged as Good in all areas. We are committed to improving opportunities and life chances for all our students, whether they aspire to Oxbridge Universities, first-class apprenticeship programmes or wish to enter the workplace with training.

Download the job description and an application form from the school website:
www.pwhs.co.uk

We look forward to your application to join us on our journey to Outstanding.

The Academy is committed to safeguarding and promoting the welfare of children. We therefore follow safer recruitment procedures and successful candidates are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service, along with other pre-employment checks.

Closing date: 12:00 Noon Wednesday 15th May 2019

Parrs Wood High School

Job Description: Assistant SENDCO

TLR 2B (£4,530)

The Post: The postholder will report directly to the Director of Inclusion (SENDCO)

Principle responsibilities:

- To support the Director of Inclusion in all aspects of department management and to deputise for them when it is necessary.
- Working with the Assistant Head teacher with responsibility for Transition and with the SENDCO, to identify students in Year 6 who need a more nurturing approach and to implement a range of strategies to ease their transition into Secondary school.
- To work with the Directors of Faculty and KS3 co-ordinators to develop a broad and balanced curriculum for targeted students in Year 7 and into Year 8 and develop schemes of work that can be used as examples of good practice.
- To support, monitor and direct the practice of teachers who deliver the curriculum to the 'transition' classes.
- To monitor and evaluate the progress of the 'transition' students through a range of assessment opportunities and through analysis of progress data, in order to raise student achievement. The post holder will be expected to update the Director of Inclusion and Heads of Learning on the performance and progress of these students.
- To coordinate and lead termly review meetings with parents and outside agencies for SEND students in Year 7
- To work closely with the Director of Inclusion and external agencies to organise additional support for students.
- To demonstrate outstanding Quality First Teaching and effective use of Learning Support Assistants within the classroom.
- To support with the monitoring of the quality of teaching and learning for all pupils with SEND
- To provide students with the opportunities to learn outside the classroom and encourage them to participate in extra-curricular activities, trips and visits.

- To build strong relationships with parents/carers and promote the ethos of the school.
- To support with maintaining current and up to date information to the school brochure, website and social media for all areas of SEND 'transition'
- To assist the Director of Inclusion with reviewing the progress, and updating records for SEN Support students in KS3.
- To attend meetings and parents evenings as required.
- To undertake any reasonable duty at the request and discretion of the Head teacher.

Assistant SENCO Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate QTS • Evidence of recent and relevant professional development • Aspirations towards National SENCO Award 	<ul style="list-style-type: none"> • Evidence of further personal and professional development
Experience	<ul style="list-style-type: none"> • A successful teaching record. • Experience in data , tracking and target setting • Experience in Primary teaching/SEN teaching or delivery in high quality interventions • Good or outstanding teaching profile 	<ul style="list-style-type: none"> • Contributing to development of whole school initiatives. • Some leadership experience.
Knowledge and skills	<ul style="list-style-type: none"> • Experience in delivering interventions. • Experience of working with children with a range of special educational needs including social, emotional and mental health; ADHD; Speech, Language and Communication needs and Cognition and Learning difficulties. • High levels of oral, written and ICT skills. • Knowledge of current national 	<ul style="list-style-type: none"> • Experience in delivering training to staff.

	<p>initiatives.</p> <ul style="list-style-type: none"> • Clear understanding of the SEND CoP especially in relation to applying for statutory assessment and leading the annual review process. • Experience in data tracking and assessing student progress 	
Personal Attributes	<ul style="list-style-type: none"> • To establish positive relationships with students, staff and external agencies. • Passionate and enthusiastic about championing the cause of students with SEND. • Good organisational skills and ability to prioritise. • A reflective practitioner who responds to change positively. • Team player. • Resilient. • Sense of Humour • Good listener 	<ul style="list-style-type: none"> • Willing to participate in extra-curricular activities. • Enthusiastic to be part of the wider school.