

JOB PROFILE

ASSISTANT SENDCo

Full time or part time (minimum of 4 days)

To start: September 2024



Luckley
HOUSE SCHOOL



ASSISTANT SENDCo

OVERVIEW

We are seeking to appoint an Assistant SENDCo to join our Learning Support Department to work closely with the SENDCo to implement the strategic development of the School's Special Educational Needs and Disability (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement within the School.

The Learning Support Department is able to provide 1:1 tuition for all pupils within the School to enhance their learning. This can take the form of study skills provision offering a bespoke system of learning ready for external exams, or specialist support for dyslexia, dyscalculia, ADHD or associated working memory issues. We provide whole year group support in the form of our VESPA programme (Vision, Effort, Systems, Practice and Attitude) for Year 11 pupils, to enable them to manage the GCSE process effectively, and to develop the 'soft skills' they will need in Higher Education and beyond.

We use the Lucid screening programme to determine which pupils may need additional support on entry to Luckley House. This process enables us to closely track literacy levels across the school population and to provide specialist input where required. The Learning Support Department aims to promote self-esteem and build mental resilience. By having high expectations and developing positive working relationships, we aim to maximise opportunities and success for our pupils.

TERMS

- Start Date:** September 2024
- Terms:** Permanent, full time or part time (minimum of 4 days a week).
- Salary:** A competitive salary will be offered depending on qualifications and experience.
Further details are available on request.

NON-CONTRACTURAL BENEFITS

- School's Pension scheme with a generous employer's contribution, as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches
- Use of the school gym.

HOW TO APPLY

For further details please contact:

Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org. Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-/1002273

Closing date: Friday 2 February 2024 (noon)

(We reserve the right to interview and appoint before the closing date.)

JOB DESCRIPTION

Job Title:	Assistant SENDCo
Job Purpose:	To work closely with the Director of Pupil Progress (SENDCo) to implement the strategic development of the school's Special Educational Needs and Disability (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil Achievement within the School.
Accountability:	To the Director of Pupil Progress (SENDCo)

MAIN RESPONSIBILITIES

1. To work closely with the SENDCo in the delivery of the school's Special Educational Needs and Disability (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND student Achievement.
2. To assist the SENDCo in leading the provision for SEND within school.
3. To develop curriculum resources to ensure that students identified as having SEN have the required levels of support.
4. To support the SENDCo in managing the implementation of an inclusive curriculum.
5. To support the learning of students identified as having SEND as allocated by the SENDCo and in coordination with Teachers and LSA's.
6. To manage and maintain Individual Learning Plans.
7. To teach students who have SEND including those within the ASD or ADD/ADHD provision.
8. To ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
9. Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
10. Ensure that staff are kept informed of student's SEN and advise on areas to develop and support in conjunction with the SENDCo.
11. Use data effectively to identify student who are seriously underachieving and where necessary create and implement effective plans of action to support those students.
12. To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students in line with the principles of Quality First Teaching.
13. To liaise with and inform parents about the specifics of the SEN provision for their child under the direction of the SENDCo.
14. To monitor the progress of students with SEN and advise the SENDCo.
15. To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
16. To support the process of Access Arrangements in liaison with the Examinations Officer and SENDCo.
17. To support all staff in understanding the needs of SEND students through supporting the SENDCo in training and dissemination of information.
18. To support the SENDCo in the identification of and disseminate the most effective teaching approaches for students with SEND, within the department and in whole school CPD.
19. To coordinate and facilitate effective school contributions and that of external agencies to all annual reviews.
20. To attend all annual reviews and send the documentation to the LA.
21. To implement policies and practices within the department which reflect the school's commitment to raising standards and achievement.
22. To support the SENDCo in the induction of LSAs who are new to the school.
23. To assist the SENDCo with the process of screening pupils using Lucid Exact software and the collation of results.
24. To work with the SENDCo to deliver and implement study skills interventions across year groups.
25. To complete the relevant documentation needed for Educational Psychology assessments (and any other external assessments), liaising closely with subject staff to collate their feedback.
26. To complete any other tasks commensurate with the role and responsibility.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
SpLD qualification at Level 5	✓	
SpLD qualification at Level 7		✓
Educated to degree level or equivalent work experience	✓	
Assessment Practising Certificate / Exam Access Arrangements		✓
SKILLS		
Excellent interpersonal skills and the ability to build relationships with students, parents and colleagues	✓	
Excellent written and oral communication skills and meticulous attention to detail	✓	
Confident in using IT packages to support specialist teaching	✓	
Confident in teaching and supporting learning by following recommendations in Educational Psychology reports	✓	
Excellent organisational, record keeping and time management skills	✓	
PERSONAL QUALITIES/DISPOSITION		
Ability and willingness to support colleagues	✓	
A proactive attitude and ability to use own initiative	✓	
A passion for bettering the lives of students	✓	
Enthusiastic and able to motivate learners	✓	
BACKGROUND/EXPERIENCE		
An understanding of the independent education sector	✓	
Experience teaching students in a variety of classes and age groups	✓	
Extensive knowledge of learning differences and strategies	✓	
Experience in supporting individuals with the development of study skills and the ability to apply resources and teaching programmes to facilitate this.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A strong commitment to the principles of equality, diversity, and inclusion	✓	
Empathy with the Christian ethos of the School	✓	

WHAT OUR STAFF SAY.....

“When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to ‘walk the walk’ – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!”

James, Head of Science

“I have just completed my first year at Luckley House School, which is also my first school after becoming a teacher.

Since starting at Luckley, I have had an incredibly positive and fulfilling experience. The friendly and welcoming staff created a supportive environment that made me feel valued and appreciated from day one.

It was important to me, that my first school was a place where I would be able to enjoy teaching and have the support around me to be the best I can be and Luckley has absolutely been that place.

I look forward to the future, knowing that I am part of a school that values and supports its teachers.”

Niall, Teacher of PE



“I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals.”

Clare, PA to the Head

“As Housemaster of our boarding provision, and having come from boarding schools previously, I can honestly say that boarding at Luckley House is something unique and special with a robust flexible provision that allows our day students to be part of the boarding community alongside our weekly and full boarders. With a mix of UK and international students in boarding, we have a small but dynamic community that is fully integrated into school life in all aspects.

My first year at Luckley has without question been a fantastic experience due in every way to the students and staff all of whom it is a real pleasure to work with.”

Adam, Housemaster

HOW TO APPLY

For further details, please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

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