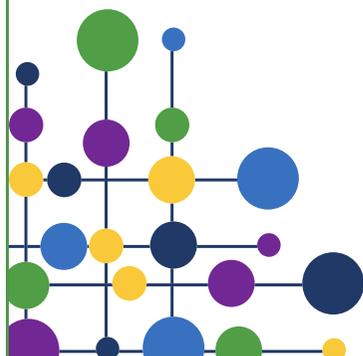


**Shelley College**  
**SENDCO - Application Pack**  
**May 2022**



## Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

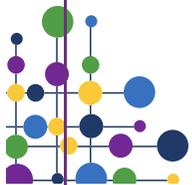
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

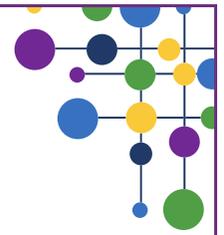
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "J McNally". The signature is written in a cursive, slightly slanted style.

**John McNally**  
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Woodside Green Primary School, Cowlersley; Royds Hall Community School, Lily Park Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth  
Principal



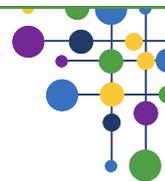
We are part of the SHARE Multi-academy trust and Calderdale and Kirklees Teaching School Hub. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



# SHARE Multi-Academy Trust

## SENDCO Role Profile

<b>Role title</b>	<b>SENDCO</b>	<b>Reporting to</b>	Vice Principal – Safeguarding, Inclusion & Well-Being
<b>Section</b>	Shelley College		
<b>Contract type</b>	Permanent	<b>Grade / salary</b>	L6 to L10

### JOB DESCRIPTION

<b>Overall purpose of role</b>	<p>The post will require you to work in partnership with leaders and staff across the school &amp;/or MAT to:</p> <ul style="list-style-type: none"> <li>• Strategically develop, implement and evaluate the SEND policy and provision</li> <li>• Support all staff in identifying, assessing and planning to meet the needs of all students who are identified as SEND</li> <li>• Develop and embed specialist provision for students with recognised special educational needs</li> <li>• Liaise with parents/carers and a range of specialists and agencies to plan and evaluate provision, including preparing and reviewing formal documentation on behalf of students</li> <li>• Effectively and efficiently deploy resources to meet the other accountabilities</li> </ul>
<b>Safeguarding requirements</b>	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p>

#### Key outputs

1. Support all staff in understanding the needs of students with SEND
2. Monitor the progress of SEND students against agreed objectives and targets, including the review of EHCPs.
3. Working with the Assistant Principal Curriculum, oversee an ambitious, but accessible curriculum for all SEND students

4. Working with leaders and teachers provide the support, coaching and training to deliver an exceptional Quality of Education for SEND students.
5. Liaise with staff, parents, external agencies and other schools to provide maximum support and ensure continuity of provision for SEND students
6. Work with relevant staff to develop effective ways of removing barriers to learning for students with SEND through:
  - Early and effective assessment of needs
  - Monitoring of teaching, learning and student progress
  - Liaising closely with the pastoral and safeguarding teams
  - Target setting, including provision and revision of plans
7. Undertake the day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies
8. Advise on and contribute to the professional development of staff, including whole school CPD
9. Oversee the Quality Assurance of SEND provision across school, and use outcomes to drive continued improvement
10. Advise the Principal &/or line manager of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
11. Co-ordinate all annual and interim reviews and attend / chair meetings when necessary
12. Provide leadership and management of whole school SEND provision, including training.
13. Make sure that consistent and meaningful information is used and monitored effectively to raise the well-being and outcomes for SEND students
14. Keep up to date with educational SEND publications and the Ofsted inspection framework
15. Help colleagues that you line manage to produce their own personal development plan. Review progress towards objectives consistently within the school's framework
16. Hold the staff that you manage accountable for performance against their objectives and wider professional performance
17. Attend such meetings as may be required with SLT, Principal or governors
18. To undertake any other duties associated with the role, as may be decided by the Principal.

***Dimensions (financial/statistical/mandates/constraints/no. of direct reports)***

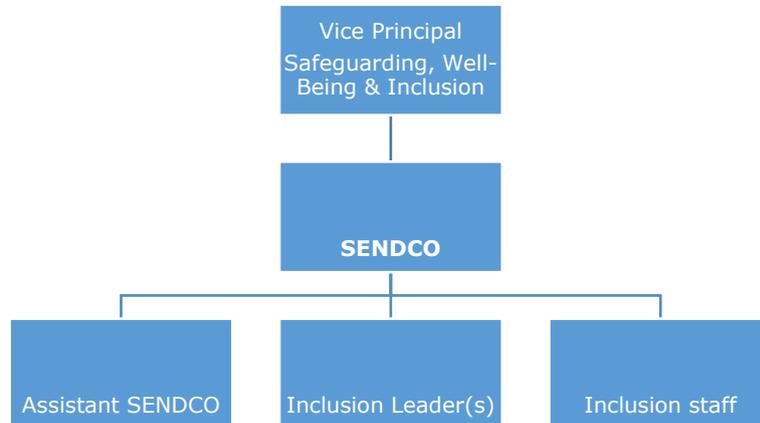
- Range of Students – up to 1400.
- Number of direct reports - up to 6
- Working with and supporting other leaders across school and potentially the MAT

***Work/business contacts***

Headteachers and trust senior leaders; senior staff, including headteachers, in partner schools.

<b>Expertise in role required (at selection - Level 1)</b>	<b>Essential or Desirable</b>
<ul style="list-style-type: none"> <li>• Degree or equivalent.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Master’s level National Award for Special Educational Needs Co-ordinator</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Evidence of continuing professional development and a willingness to undertake further training, including National Award for SENCO if not already achieved</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Good working knowledge of the OFSTED framework and other measures for evaluating the performance of a school.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Successful leadership experience at a significant (e.g. whole-school) level.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Experience of improving standards at a whole-school level, including leadership.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Able to analyse data with a view to developing strategies to improve the provision and outcomes for SEND students</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Able to monitor and evaluate impact of interventions and strategies.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Excellent behaviour management skills.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Commitment to the safeguarding of young people.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to coach and develop others.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Able to successfully lead others, identifying clear priorities, communicating effectively and supporting improvements.</li> </ul>	Essential
<b>Other (physical, mobility, local conditions)</b>	
<ul style="list-style-type: none"> <li>• Good role model in terms of promoting trust aims and values, together with professional standards for teachers and leaders.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Is willing to work flexibly within scope of overall hours, e.g. evening meetings.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willing to work at different trust school sites for short or medium term placements.</li> </ul>	Essential

## Structure



## Signatures

Approved by : CEO

\_\_\_\_\_

Approved by : Post Holder/or Representative

\_\_\_\_\_

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Friday 20<sup>th</sup> May 2022 @ 9am