



WESTHOLME
SCHOOL

Unrivalled Holistic Excellence

Candidate Information Pack

SENDCO LEAD





OUR AIMS

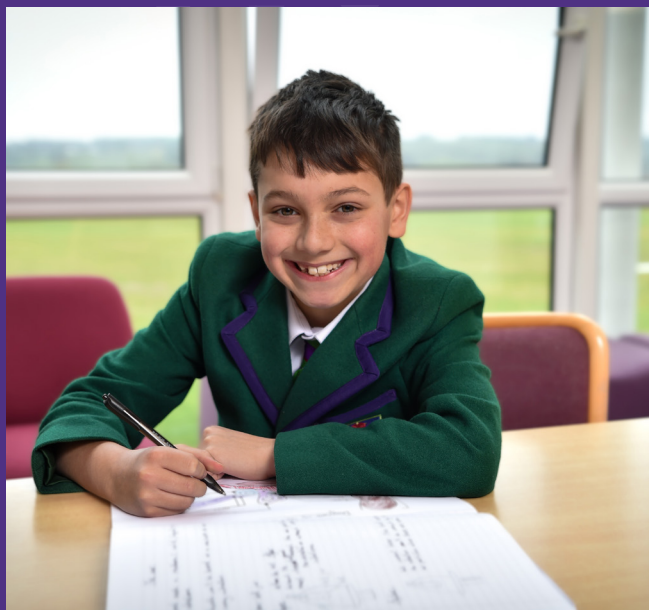
Vibrant, friendly, warm family community where pupils are happy and love coming to school

First-class education of the whole person placing an equal status and importance upon all subjects and activities

Inspirational teaching that inculcates a life-long love of learning and ensures every pupil exceeds their academic potential

Unrivalled holistic educational journey that enables all Westholmians to become the very best, well-rounded version of themselves

Unique workplace-ready philosophy, equipping our pupils with a 21st century skillset, that fully prepares them for life beyond Westholme



CELEBRATING 100 YEARS OF WESTHOLME

This is a momentous year in our history as we celebrate our centenary. In 1923, Emily Singleton pioneered a new type of education in Blackburn. The visionary grit, determination and aspiration shown by her has been a defining characteristic of all Westholmians throughout the last century.

Academic success in the classroom was a given, but the remarkable ethos of Miss Singleton's vision was rooted in developing the whole child – inside and outside the classroom. This is the ethos that still sets Westholme apart as we instil unrivalled holistic excellence 100 years on.



MISSION STATEMENT

Unrivalled Holistic Excellence

WORKING FOR WESTHOLME IS A WONDERFUL EXPERIENCE

Westholme is an incredible School. Pioneering the future of education, it is certainly a very exciting time to join our innovative, close-knit and supportive family of staff.



Thank you for considering this role of **SENDCO Lead (Whole School Responsibility 4-18)**

Our unique educational philosophy is predicated on providing unrivalled holistic excellence, from 4 to 18 years, placing an equal balance on academia, performing arts, sport, creative arts and technology. A plethora of experiences are offered inside and outside the classroom which fosters kind, confident, well-rounded and happy young people; they really are a joy to teach. One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive at our beautiful, picturesque campus with panoramic views of the Ribble Valley – simply a stunning, inspirational and uplifting place to work every day!

Westholme has invested significantly with our newly constructed state-of-the-art Prep for pupils 4 – 11. The first-class facilities on site offer a stimulating environment to provide unsurpassed experiences for all students from 4 – 18 in our full-sized professional theatre; a new music department equipped with recording studio; contemporary INSPIRED Sixth Form; seven modern laboratories that support the three separate sciences; a 20m swimming pool; 7 hard courts for tennis and netball, a floodlit astroturf, sports pitches, and fully equipped sports hall.

The extensive co-curricular provision is the cornerstone of the education ethos with over 100 clubs, activities and societies every week.

Prep pupils are wholeheartedly empowered to exceed their potential through a ground-breaking curriculum, Senior students develop 21st century skills first through an extensive holistic curriculum and in our INSPIRED Sixth Form, currently the highest achieving Sixth Form in Lancashire, students culminate their journey with incomparable 1:1 support, leadership, networking and entrepreneurial experiences.

Westholme is more than a school and if you'd like to join a highly energised and innovative team, we would love to hear from you!

Dr Richard Robson
Principal

One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive.

If you have any questions, or would like an informal discussion, please contact our HR department on 01254 506070.

JOB DESCRIPTION

SENDCO Lead

JOB TITLE: SENDCO Lead (Whole School Responsibility 4-18)

CONTRACT TYPE: Permanent

SALARY: Westholme Pay Scale

HOURS: Full Time

REPORTING TO: Assistant Head Teacher Teaching and Learning

Purpose of the Position

We are seeking a qualified and experienced person to take whole school responsibility for the leadership of the Learning Support Department.

The successful candidate will be an excellent communicator with strong inter-personal and administrative skills. They will possess the drive and energy to operate as the lead teacher with whole School responsibility for those pupils with Additional Needs, such as EAL, and with Special Education Needs.

The candidate must be well qualified in supporting those with Special Educational Needs and have extensive experience in a school, college, or similar environment. He or she will have the ability to work closely with other teaching staff, as well as winning the confidence of pupils and communicating clearly with parents. The ability to offer some subject teaching is desirable.

Required from September 2024
Permanent Position

Closing date: Monday 11 March 2024 at 9:00am
Interviews will be held weeks commencing Monday 18 March 2024

Key Responsibilities and Accountabilities

The Head of Department is expected to:

- Encourage high standards in all aspects of school life.
- Contribute to the effective and efficient management of the school.
- Support and motivate students, teachers, and other school employees.
- Encourage consultation and discussion in the Department
- Communicate effectively with parents and guardians
- Be prepared to take part in extracurricular activities

Role Duties/Responsibilities:

- To remain up-to-date and aware of all relevant legislation for SEN: for example, the Disability Discrimination Act, SEN Code of Practice,
- Safeguarding Children in Education, Children's Act, JCQ EAA
- To disseminate good practice in Learning Access across the whole school
- To consult, communicate and liaise with colleagues to ensure full access to the curriculum for all pupils
- To keep an annual up-to-date Pupils with Additional Needs Register with files for all pupils on the register to provide instant information for teaching staff
- To ensure robust tracking systems are in place to collect and interpret specialist assessment and performance data of pupils and share these with other staff and others as appropriate

JOB DESCRIPTION CONT'D ...

SENDCO Lead

- To organise and administer screening, assessing results and formulating follow-up
 - To work with the Registrar to interview and assess prospective pupils who may have SEN requirements. To liaise with relevant schools to ensure continuity of support and learning when SEN pupils transfer to School
 - To receive referrals for pupils whose progress is causing concern, carrying out assessments and implementing a plan where necessary
 - To identify and adopt the most effective teaching approaches for pupils and to share these with colleagues as necessary
 - To refer pupils to an outside agency if appropriate. To complete administration requirements in advance of assessments, liaising with educational psychologists, external assessors, speech therapists, occupational therapist, and physiotherapists.
 - To summarise findings and recommendations for staff
 - To advise the leadership team in updating the SEN Policy, ensuring that staff are aware of their responsibilities, both as subject teachers and as tutors
 - To organise, attend and administer Annual Reviews and to keep parents informed about their child's progress through individual meetings
 - To attend parents' evenings and contribute to reports in line with the school reporting schedule
 - To monitor and review subsequent progress of pupils on the SEN register and liaising with pupils, parents, teachers, tutors, and the exam officer
 - To identify pupils entitled to exam access arrangements, carry out appropriate assessments and put in place the appropriate arrangements for both external and internal exams in collaboration with the Curriculum and Assessment Lead and Examinations Officer
 - To manage applications for exam access arrangements.
 - To provide continuous pastoral care and learning support of pupils with learning difficulties – social/emotional/behavioral problems.
 - To assist with the completion of UCAS forms and other references for SEN pupils.
 - To carry out or commission the requirements for an application for an EHCP and manage the required procedures and paperwork of pupils who have an EHCP.
- Leadership:**
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to SEN pupils
 - To provide relevant training opportunities for Learning Assistants and Teachers
 - To work with SLT on the strategic development of Learning Access, including reviewing and formulating appropriate policies
 - To be responsible for the supervision and coordinate the deployment of learning assistants
 - To negotiate departmental staffing requirements.
 - To be responsible for the performance management of learning assistants
 - To be involved in the appointment of learning assistants
 - To work with the other key staff on developing the effectiveness of transition arrangements between all stages of education
 - To keep abreast of developments in Learning Access, etc. and inform staff as necessary
 - To attend appropriate training, CPD and conferences and provide feedback to colleagues
 - To ensure appropriate cover is provided in the case of a department member's absence

JOB DESCRIPTION CONT'D ...

SENDCO Lead

- To lead CPD on Learning Access matters as needed
- To model good practice in teaching pupils with Learning Access needs, including those with severe complex needs

Resources:

- To identify resources needed to meet the needs of pupils within the school and advise the Principal of priorities for expenditure
- To submit an annual budget request for Learning Access
- To manage the Learning Access budget ensuring that expenditure provides good value for money
- To ensure that relevant resources are kept up to date, catalogued and stored in an organised way and that they are available to staff
- To ensure that Learning Access practice is represented in display around the school
- To oversee that equipment and resources for Learning Access within the School comply with Health and Safety requirements

Standards and Quality Assurance:

- Support the aims and ethos of the school; Set a good example in terms of dress, punctuality, and attendance
- Attend and participate in open days / information evenings as necessary
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend training days, team, and staff meetings

Other Duties and Responsibilities:

- To willingly undertake any reasonable task requested by the Principal from time to time to support the safeguarding of staff and children

Areas of Responsibilities – Wider School Policy

- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures/rules that apply to this role.al Development (CPD).

PERSON SPECIFICATION

SENDCO Lead

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree with QTS • PGCert SENCo 	<ul style="list-style-type: none"> • Certificate in the Teaching of Children with Dyslexia (or similar) • Ability to offer another subject at KS3 • Specialist Assessor for Access Arrangements (APC or equivalent)
SKILLS, EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Successful teaching experience or teaching practice at secondary level • Experience of screening children for SEN and developing successful support strategies based on identified needs • Knowledge of? SEN Code of Practice arising from the Families Act 2014 • Ability to provide stimulating learning opportunities • Ability to take initiative and develop strategies to promote positive and independent learning • Ability to communicate clearly with all staff, children, and parents/carers • Ability to manage time and prioritise tasks so that all duties are fulfilled effectively • To have effective ICT skills • Ability to enthuse and motivate pupils • Ability to demonstrate initiative • Ability to work alone or as a member of a team as appropriate • Emotional resilience in working with pupils • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • To have a sense of humour, tact, sensitivity, patience, and flexibility 	<ul style="list-style-type: none"> • Experience of co-ordinating the teaching of EAL • The flexibility to respond to the challenge of change as appropriate
OTHER	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Willingness to work occasionally outside of contracted hours 	

DETAILS OF EMPLOYMENT

SENDCO Lead

Employment conditions and remuneration

Westholme has its own salary scale. We expect that the professional responsibilities of all teaching staff include the following:

- i) The kind of preparation and marking necessary to maintain high academic standards.
- ii) Involvement in regular co-curricular activities, including those which take place out of normal school hours and at weekends.
- iii) Pro-rata supervision/cover duties.
- iv) A commitment to upholding the general ethos of the school and the staff code of conduct.

The School provides all lunches, tea, coffee etc. and other amenities free of charge.

Expressions of interest should be sent to Mrs Louise Cowan, Assistant Head Teacher by **Monday 11 March 2024, 9:00am**. Interviews will be held **Week Commencing 18 March 2024**

Applicants who have any questions can email Louise Cowan: cowanl@westholmeschool.com or HR@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



WESTHOLME SCHOOL

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TO APPLY

Please complete the application form which can be found on our website www.westholmeschool.com or email: HR@westholmeschool.com

TRAVELLING TO WESTHOLME

We are easily accessible on main road networks including the M6 and M61.

Car parking is available on site for visitors.

Westholme
Wilmar Lodge
Meins Road
Pleasington
BB2 6QU
Tel: 01254 506070

