



# GRACE DIEU MANOR SCHOOL

## **FULL-TIME SENDCO or LEARNING SUPPORT TEACHER**

### **(Maternity Cover)**

### **JOB DESCRIPTION**

#### **About the School:**

Grace Dieu Manor School has a long and successful history of educating boys and girls. Established by the Rosminian Fathers in 1933, the School is situated in 120 acres of stunningly beautiful grounds on the edge of Charnwood Forest in North West Leicestershire. Steeped in history, Grace Dieu Manor School is a vibrant, Catholic, co-educational day school for boys and girls, aged 0 – 11. Applicants are urged to gain a sense of the ethos and atmosphere of the School by viewing the website [www.gracedieu.com](http://www.gracedieu.com).

The renowned Educational Enterprise at Grace Dieu Manor School ensures that the care and development of its pupils is priority. Grace Dieu delivers a broad and challenging education via a committed and skilled teaching staff. The stimulating and happy environment ensures that children grow in confidence and reach their academic potential before departing to a broad range of top Senior Schools including; Ratcliffe College, Loughborough Grammar School, Loughborough High School, Repton and Trent College.

#### **Pastoral:**

*'There is a very happy, friendly, family feel throughout the school. Every individual is well-respected and treated with great courtesy and care.'* (ISI Inspection Report, November 2013)

#### **Moral:**

*'Pupils have a fully developed sense of right and wrong which is developed from the earliest age in the Early Years Foundation Stage.'* (ISI Inspection Report, November 2013)

#### **Social:**

*'the emphasis that the school places on developing pupils' confidence and self-esteem has led to pupils of all abilities achieving well in a range of sports and aesthetic activities such as art, music and drama.'* (ISI Inspection Report, November 2013)

#### **Academic:**

*'Pupils make good progress throughout the school to reach high standards by the end of Year 8 because the curriculum is good and the teaching effective'* (ISI Inspection Report, November 2013)

**A Full time SENDCO or Learning Support Teacher** is required from **May 2017** initially for two terms. The successful candidate is required to be an outstanding, inspirational and motivated teacher, with excellent communication skills, who will maintain and develop the high standards across the School.

**Job Purpose:**

The SENDCO/Learning Support Teacher will deliver high quality teaching and the highest standards of learning and achievement to pupils at Grace Dieu, in addition to supporting the teachers in their requirement(s) to support the needs of the pupils, whilst maintaining the positive ethos and core values of the School, both inside and outside the classroom.

The SENDCO/Learning Support Teacher will monitor, assess, and co-ordinate the provision of need across the School

**Responsible to:**

The Headmaster and SMT

**Main Areas of Responsibility:**

- Identify and adopt the most effective teaching approaches for pupils with SEN and share approach with colleagues at Foundation Stage, KS1 and KS2.
- Monitor teaching and learning activities to meet the needs of pupils with SEN across the School, to include those identified as 'gifted' or 'talented'.
- Work with colleagues to set challenging targets for raising achievement among pupils with SEN.
- Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data, allowing the School to identify value added by its quality first teaching programme and intervention strategies.
- Set up systems for screening pupils at "point of entry" identifying, assessing and reviewing provision for SEN children once identified.
- Update the Headmaster and SMT on the effectiveness of provision for pupils with SEN.
- Develop an understanding of learning needs and the importance of raising achievement among all of our pupils.
- Attend IEP review meetings, Parents' Consultations, keeping parents informed about their child's progress.
- To ensure that Pupil Passports, IEPs and other mechanisms in place to support pupils are current and accessible to staff.
- Ensure the School IEP register is up to date and all stake holders are fully informed about support programmes in place/planned.
- Ensure IEPs and Pupil Passports are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their responsibilities to pupils with SEN and understand the importance of taking ownership of additional provision and the progress children (with SEN) make in their class/teaching group.
- Take the lead in the Schools provision for pupils with SEN ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.

- Provide training opportunities for Learning Support Assistant(s), teachers and other stake holders to learn about SEN and work with other colleagues to deliver training on specific intervention programmes.
- To deploy Learning Support Assistant(s) to best meet the needs of the staff and the individual (or groups of) pupils
- Disseminate good practice in SEN across the School.
- Identify resources needed to meet the needs of pupils with SEN and advise the Headmaster of priorities for expenditure.
- Contribute to Senior Management Meetings on the effectiveness of SEN provision in the School and be prepared to share this information with other stake holders.
- Take the lead in liaising, co-ordinating and managing all external support offered to School, e.g., completion of External Agency requests for information, digest of and dissemination of Educational Psychologist Reports to staff.
- To be able to teach Key Stage 2

### **Professional duties**

- To, at all times, support the ethos and core values of the School.
- To implement agreed School policies and guidelines, e.g. marking and assessment.
- To plan and resource a stimulating classroom environment which will encourage the development of all aspects of children's learning. In particular, to encourage children in the independent use of resources and involvement in their learning.
- To establish and maintain good relationships with colleagues, working as part of a team in all aspect of the School's development.
- To maintain good order and discipline amongst pupils, in accordance with the School's Behaviour Policy.
- To participate in meetings which relate to the School's management, curriculum, administration / organisation.
- To maintain professional development both by undertaking self-assessment and appraisal by the Headmaster and by attending appropriate INSET courses
- To be familiar with 3sys and to enter all relevant data as required by the Curriculum Manager/SMT.

### **Other duties:**

- To teach English and Maths to Year 6 – classes are set
- To attend School Open Days and Prize Days and to attend a reasonable number of School events.
- To run an After-School Activity.
- To review methods of teaching and programmes of work and to participate in arrangements for further training and professional development.
- To be aware of safeguarding and health and safety issues and School policy in this area.
- To provide supervisory duties according to the duty rota.

This Job Description does not constitute a complete description of duties. The appointed employee shall carry out the professional duties of a SENDCO/Learning Support Teacher (and a school teacher) including those duties particularly assigned by the Headmaster as set

out above but not restricted to them. The post-holder may be required to undertake other duties as reasonably be required by the Headmaster.

## **Person Specification**

### **Training & Qualifications:**

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|---|------------------------|
| 1. Recognised Qualification in Primary Teaching, eg PGCE, QTS or other  | Essential              |
| 2. Educated to degree level   |                        |
| 3. Experience in SEND delivery  | Essential              |
| 4. Recognised qualification(s) or accreditation in supporting/identifying learning needs, e.g. access arrangements, dyspraxia, dyslexia, autism, ADHD, other. | Essential<br>Essential |

### **Knowledge and Understanding:**

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|---|-----------|
| 1. Conversant with the SEND Code of Practice 2014 and familiarity as to its implementation.                   | Essential |
| 2. Of a variety of teaching and learning styles and techniques.   | Essential |
| 3. Good understanding of effective procedures for managing and promoting positive behaviour among pupils.     | Essential |
| 4. Clear understanding of data analysis and the important impact this can have on achievement and attainment. | Desirable |

### **Skills:**

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|--|-----------|
| 1. Ability to digest Educational Psychologist Reports, GP Reports or other external professionals and put recommendations into practice. | Essential |
| 2. Supportive of the School's ethos and core values.   | Essential |
| 3. Ability to promote the School's aims positively.  | Essential |
| 4. Ability to develop good personal relationships within a team; making an effective contribution to high morale.                        | Essential |
| 5. Ability to establish and develop close relationships with parents, Governors and the Community.                                       | Essential |
| 6. Ability to communicate effectively (both orally and in writing) to a variety of audiences.  | Essential |
| 7. Ability to create a happy, challenging and effective learning environment.  | Essential |

### **Remuneration:**

Grace Dieu Main Scale Teacher Spine  
Grace Dieu Allowance

### **Child Protection:**

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Child Protection Policy.

The School is committed to safeguarding and promoting the welfare of all children. All appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check (including a check against the Independent Safeguarding Authority's Prohibition List in the case of teachers, and a Self-Declaration Disclosure) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check.

**Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.**

**Recruitment Process:**

Details and application pack may be downloaded from the school website: [www.gracedieu.com](http://www.gracedieu.com)

Candidates are required to submit a completed Grace Dieu Manor School Application Form with a supporting letter to the Headmaster, including details of two referees, one of which should be a current or most recent employer (where applicable).

References will be taken up before interview.

Completed Application Forms and the covering letter should be sent to The Headmaster, Grace Dieu Manor School, Thringstone, Leicestershire, LE67 5UG. (Tel: 01530 222276).

**Applications will be considered on receipt but should arrive no later than 5pm on**

**Friday 21<sup>st</sup> April 2017**