



**High Expectations, Caring,
Positive Attitudes and Successful**

**SENCo and Class Teacher
Required for September 2020
Recruitment Information Pack**

Hunslet Carr Primary School
Woodhouse Hill Road, Leeds, LS10 2DN

Contents

Welcome from the Headteacher	3
Websites and Application process	4
Letter from pupils	5
Job Description	6-9
Person Specification	10-11

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With over 460 pupils on our roll, we are a large primary school based in the Hunslet area of South Leeds. Over many years, through the dedication of teachers and staff we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed both while pupils at the school and in the future is having a caring, stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.

The community we serve has changed enormously in recent years and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

It is regularly commented by visitors that our school has a warm inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning

In recent years enormous strides have been made to increase learning standards. The proportion of our children eligible for pupil premium is well above average and our creative teachers continue to develop forward thinking ideas ensuring our children receive the highest standard of education.

This hard work has seen results improve consistently in Key Stage 1 and our challenge now is to maintain these improvements in lower school while ensuring these standards continue in Key Stage 2.

Everybody associated with Hunslet Carr is extremely proud of what we achieve everyday together with our children and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application.

Martin Lumb
Headteacher

About Hunslet Carr Primary School

Hunslet Carr is a large city primary school with 464 children on roll. We serve an area of social deprivation where 43% of pupils are eligible for free school meals and over half the children receive Pupil Premium.

At any given time, around 25% of the children on roll are on the school's register for SEND and the school receives the appropriate funding from Leeds City Council to provide for the needs of these children.

For more information about the school's SEND offer, our analysis of needs and our plans for SEND, please visit the school's website and click on the links to SEND under the Curriculum Heading.

Teachers are determined to provide the best quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their own lives and those of others.

Pupils behave well, show enthusiasm for learning and take pride in what they are able to achieve. Pupils attend regularly because they enjoy school and feel well cared for by staff.

The school pays close attention to pupil's personal development so that they will grow into independent, sensible and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils.

The school enjoys support from parents and the local community as well as the governors in our efforts to raise achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107950>

<http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=107950>

Application Process

The closing date for all applications will be **Monday 1st June at 3pm.**

Shortlisting will take place on **Tuesday 2nd June**

Interviews will be taking place on **Friday 5th June.**

Completed applications must be returned to Hayley Stewart, ideally by email to:

hayley.stewart@hunsletcarr.co.uk

If you do not receive confirmation of receipt of your application within one working day please call Hayley on 0113 2713804.

If you think you're the person for the job, please complete the enclosed application form with a covering letter - no more than two sides of A4 - and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Application packs can be downloaded from the school website. Virtual visits or phone call with the Headteacher can be arranged. To arrange a virtual visit, please contact, Hayley Stewart via email at hayley.stewart@hunsletcarr.co.uk.

If you are unable to visit we would encourage you to contact Martin Lumb, Headteacher, at the school to discuss the vision for SEND moving forward that has been developed over the last 12 months alongside the governing board with support from Patrick Kelly at the SEND department of Leeds Learning Improvement Team.

JOB DESCRIPTION

Hunslet Carr Primary School		
Post Title SENCo	Grade MPS/UPS + SEND Allowance	Post Ref SENCo
Post(s) to which directly responsible Martin Lumb - Headteacher		
Post(s) for which directly responsible Elaine Boyce – Intervention Manager High-Needs Teaching Assistants		
Purpose of job Responsible for the day to day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND to secure high-quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils. 1. Strategic Member of the Senior Leadership Team <ul style="list-style-type: none">Supporting the headteacher to collect information to write the SEFSupporting the headteacher, assistant head and Governors in the monitoring of learning and teaching of SEND children as set out in the assessment calendarSupporting the headteacher in writing the School Improvement Plan 2. Leading teacher <ul style="list-style-type: none">Supporting teachers in their classrooms through demonstration of techniques and strategies that are effective for SEND children 3. Line Manager <ul style="list-style-type: none">Line manager for the post for which they are directly responsible for to ensure they meet their performance management targets 4. Lead on SEND <ul style="list-style-type: none">Based on the needs of the school at the time, the postholder will through monitoring, set priorities for SEND that are written in an action plan and then carry out the actions to improve this area of the schoolMonitor the impact of the actions to ensure the best possible outcomes for the SEND children within school		

Duties and Responsibilities

STRATEGIC DIRECTION AND DEVELOPMENT OF SEN PROVISION IN THE SCHOOL

- contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;
- support all staff in understanding the needs of SEND pupils and ensure that objectives to develop SEND are reflected in the school development plan;
- regularly monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement;
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

TEACHING AND LEARNING

- support the identification of, and disseminate the most effective teaching approaches for pupils with SEND;
- collect and interpret specialist assessment data to inform practice;
- work with pupils, class teachers and key stage managers to ensure realistic expectations of pupils;
- monitor the use of resources, teaching activities and target setting and develop a recording system for progress.

LEADING AND MANAGING STAFF

- achieve constructive working relationships and establish opportunities for the SENCo, support assistants and other teachers to review the needs, progress and targets of pupils with SEND;
- provide regular information to the head teacher and governing body on the evaluation of SEND provision;
- advise on and contribute to the professional development of staff.

EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- take on any additional responsibilities which might from time to time be determined.

Child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and would expect you to share this commitment.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

Hunslet Carr Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor.

Appointments are made subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking policy.

Economic conditions

Grade: MPS or UPS dependent on experience + SEND Allowance

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document 1998 School Standards and Framework Act, the required standards for Q Teacher Status and other current legislation.

The post is permanent.

Prospects

Promotion

While there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Qualified Teacher Status – Essential

Honours degree – Essential

SENCo Qualification – Must have or be prepared to undertake

**Job Description Prepared /
Reviewed by:**

Martin Lumb

Date: 11/09/2017

Job Description Approved by:

Kevin Birkin

Date: 11/09/2017

This job description was reviewed as part of whole school review in Sept 17' and it was explained to me how my role in the school helps the school meet its vision of having children who are and have:

High Expectations, Caring, Positive Attitudes and Successful

Signed

Headteacher :

Date:

Signed

Post holder:

Date:

Person Specification

Leadership skills – the ability to lead and manage people effectively to work towards common goals

Key:

App – Application Form Ref – Reference SP – Selection process

How
Identified

support and demonstrate commitment to the vision for the establishment of the primary school	Essential	App/Ref/SP
support the Headteacher in the management of change and improvement in pursuit of strategic objectives	Essential	App/Ref/SP
prioritise, plan and organise	Essential	SP/Ref
direct and co-ordinate the work of others	Essential	SP/Ref
build, support and work with high performing teams	Essential	SP/Ref
work as part of a team	Essential	SP/Ref
devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out	Essential	SP
motivate and inspire pupils, staff, parents, carers, governors and the wider community	Essential	Ref/SP
set standards and provide a role model for pupils and staff	Essential	SP/Ref
seek advice and support when necessary	Essential	Ref
deal sensitively with people and resolve conflicts	Essential	SP/Ref
command credibility through the discharge of their functions and influence others	Essential	App/Ref
provide professional direction to the work of others	Essential	App/Ref
make informed use of inspection and research findings	Essential	App/Ref/SP
apply good practice from other sectors and organisations	Desirable	App/SP
commitment to equal opportunities and work/life balance	Essential	App/Ref/SP

Decision-making skills – the ability to investigate, solve problems and make decisions

make decisions based upon analysis, interpretation and understanding of relevant data and information	Essential	SP
think creatively and imaginatively to anticipate and solve problems and identify opportunities	Essential	App/SP
demonstrate good judgement	Essential	SP
ability to secure value for money for the school	Essential	SP

Communication skills – the ability to make points clearly and understand the views of others

communicate effectively orally and in writing to a range of audiences	Essential	App/SP
negotiate and consult effectively	Essential	App/Ref/SP
manage good communication systems	Essential	App/SP
chair meetings effectively	Essential	App
develop, maintain and use an effective network of contacts	Desirable	App/SP

Self-management skills – the ability to plan time effectively and to organise		
prioritise and manage their own time effectively	Essential	SP
work under pressure and to deadlines	Essential	Ref/SP
achieve challenging professional goals	Essential	SP
take responsibility for their professional development	Essential	SP
Attributes		
personal impact and presence	Essential	Ref/SP
adaptability to changing circumstances and new ideas	Essential	Ref/SP
positive energy, vigour and perseverance	Essential	Ref/SP
self-confidence	Essential	Ref/SP
enthusiasm	Essential	Ref/SP
intellectual ability	Essential	Ref/SP
reliability and integrity	Essential	Ref/SP
commitment	Essential	Ref/SP
sensitivity	Essential	Ref/SP
Training and Qualifications		
Qualified Teacher Status or other educational qualification	Essential	App / SP
Evidence of continuous professional development	Essential	App
SENCo Qualification	Desirable	App
Special Knowledge		
Knowledge and working practice of the following areas of responsibility: • SEND	Essential	App/SP/Ref
The theory and practice of development planning	Essential	App
The requirements for performance management in schools	Essential	App
Up to date knowledge of the National Curriculum	Essential	App/SP/Ref
Knowledge of SEND theory and practice	Desirable	App/SP/Ref
Knowledge of Child Protection legislation & procedures	Desirable	App/SP/Ref
Knowledge of EYFS, Key Stage 1 and Key Stage 2	Essential	App/SP/Ref
Disposition and Attitude		
Positive and optimistic attitude towards School Improvement and Inclusion	Essential	SP
Open-minded and receptive to new ideas, approaches and challenges	Essential	SP
Places high priority on effective team working and works easily and comfortably in a team environment	Essential	SP
Practical and Intellectual Skills		
Ability to analyse and evaluate complex situations	Essential	SP
Well developed planning, evaluating and implementation skills	Essential	SP
Effective use of ICT for a range of purposes	Desirable	APP/SP/Ref
Other Special Working Conditions		
School operates a no smoking policy	Essential	SP