

Dear Candidate, November 2020

**Assistant SENCO**

Holly Lodge Girls’ College is a highly successful school, focused on the academic and pastoral success, achievement and fulfilment of all its students. We are committed to providing an appropriately dynamic curriculum accessible by all students and enriched by high quality learning and teaching and an extensive range of extra-curricular activities.

This is an exciting time to work at Holly Lodge. Our recent Ofsted report judged us to be **“GOOD”** in all areas and our Headteacher and leadership team are leading a settled, happy and experienced staff towards the next phase of our history. We are the only non-denominational girls’ school in Liverpool and we are happy to serve students from all communities across the whole city. We are looking for a colleague who will embody our mission statement – Expect to Achieve

The governors are seeking to appoint to the new post of Assistant SENCO.

The successful candidate will work with the SENCO, class teachers and learning support colleagues to promote learning and progress for our SEN students.

Key Responsibilities:

* To assist in leading and managing the provision of SEND learning support
* To support high quality learning , teaching and behaviour through effective use of resources, achieving high standards and progress for all students
* To provide administrative support to the SENCO
* To perform delegated duties as directed by the SENCO
* To liaise with staff, parents and other professionals regarding students with SEND
* To work with individuals and groups , under the direction of a teacher, to support learning

The grade for the post is NJCJE Grade 4, scp 9 to 17, actual salary of £18290 to £21430 [ this has been pro-rata’d to reflect the part time nature of the role ]

Hours of work are Term time + INSET, 35 hours per week, 8.00- 4.00pm . This equates to 0.875 FTE

Our school is committed to safeguarding and promoting the welfare of children and young people and the appointed person will be expected to support the life of the school.

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

If you are invited to interview, you will be asked to complete a Safeguarding self-disclosure form in advance of the meeting.

**Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview.**

There is the understanding that all employees have a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and to ensure all work functions are undertaken in accordance with H&S legislation, codes of practice and the City Council’s safety plan.

**This post is subject to the successful completion of a 6 month probationary period. It will be the decision of the Governors as to what constitutes satisfactory performance.**

All support staff between 16 and 75 will be automatically enrolled into Merseyside Pension Fund and contributions of salary are deducted from monthly salary payments at the current rate of deductions.

Job description, person specification , application documents and guidance information are shown below and may be found on our school website at [www.hollylodge.liverpool.sch.uk](http://www.hollylodge.liverpool.sch.uk)

Please ensure the following completed documents are returned by email to us at to us at

 recruitment@hollylodge.liverpool.sch.uk

* application form,
* equal opportunity form
* Safeguarding Strategy Statement

**Closing date: Tuesday 24 November 2020**

Candidates shortlisted for interview will be contacted in due course. It is not our school policy to contact unsuccessful candidates, and you do not hear from us by 30 November 2020, you may assume you have not been successful on this occasion.

I would like to thank you for your interest in this post in our school and wish you luck with your application.

Kind regards,

Andy Keen

Headteacher





**Safer working practices code of conduct for adults**

Holly Lodge Girls’ College understand that it is important that staff and volunteers are provided with opportunities to consider the implications of the guidance for their setting and their own role and seek clarification.

**Introduction:**

Keeping Children Safe in Education (DFE 2020) sets out the requirement for all schools to have a staff code of conduct, sometimes referred to as a staff behaviour policy. This code of conduct should be followed by all staff (including visiting staff), volunteers and governors.

Holly Lodge Girls’ College is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this ‘Code of Conduct’ and the ‘[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](http://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.pdf)’, Safer Recruitment Consortium 2019

Everyone must also read and understand part one of Keeping Children Safe in Education (DFE 2019). This code of conduct aims to support adults so they don’t work in a manner which might lead to an allegation against them by raising awareness of illegal, unsafe, unprofessional and unwise behaviour and by supporting staff and volunteers to understand what safe, professional conduct is. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. The policy aims to reduce the risk of incidents or misunderstandings occurring by developing and setting out clear guidelines and boundaries. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child’s welfare or an adult’s behaviour towards a young person. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

**Code of Conduct:**

Holly Lodge Girls’ College will create a culture of openness, transparency, trust and support where all members of the school community feel empowered to share relevant information about themselves or someone else.

* Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
* If you have any concerns that a child is being harmed, abused or neglected you **must** **share your concerns immediately** both verbally and in writing with the school’s Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the school’s Leadership Team. Always listen carefully to the child and report what they tell you in the child’s own words. Never promise to keep a secret.
* If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer. (The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk)
* Anyone (in emergencies or if they are required to) can make a referral about their concerns for a child directly to Children’s Services.

**You should:**

* Follow the school’s child protection policy and procedures and in line with this share safeguarding information appropriately but also act accordingly with sensitive and confidential information.
* Be alert to the indicators of harm and abuse towards a child, including peer to peer abuse.
* Dress appropriately according to your role, ensuring that clothing is compliant with professional standards and is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
* Act as an appropriate role model, treating all members of the school community with respect and tolerance.
* Ensure gifts given or received are recorded and discussed with your Line Manager.
* Respect others’ confidentiality unless sharing information is appropriate to ensuring their welfare.
* Adhere to the school’s policies, particularly those related to safeguarding - including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, data protection, health and safety and online safety (acceptable user policy).
* Ensure that you understand your responsibilities under the General Data Protection Regulations 2017 and Data Protection Act 2018 and be clear that where personal information is recorded electronically, systems and devices are kept secure.
* Report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside this code of conduct.
* Share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school’s safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.
* Understand that it may be appropriate to discuss with the Head teacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about yourself. You must ensure that you are aware of the circumstances where this would be applicable.
* Be aware that behaviour by yourself, those with whom you have a relationship or association, or others in your personal life (in or out of school or online), may impact on your work with children.
* Inform the head teacher of any cautions, convictions or relevant order accrued during your employment, and/or if you are charged with a criminal offence.
* Understand that if you commit a relevant offence that would appear on your DBS certificate or you become disqualified under the Childcare Act 2006 (those staff covered by the scope of the guidance): [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) then you must inform your headteacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)

**Never:**

* Act in a way both at work and/or in your personal life that brings yourself, school or the teaching profession into disrepute.
* Make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community including ignoring any form of peer to peer abuse.
* Use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
* Undermine fundamental British values including democracy, rule of law, individual liberty and mutual respect, and tolerance for those with different faiths, beliefs or from different cultures.
* Develop ‘personal’ or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
* Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
* Discriminate favourably or unfavourably towards a child.
* Give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter, etc. or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
* Have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school’s reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
* Use personal equipment to photograph children (always use the school’s equipment) and ensure any photographs are only stored on the designated secure place on the school’s network and not on portable equipment.
* Should not post on the school’s website or social media accounts any photographs of children without their consent. (Some children may be put at risk by their whereabouts being made publicly)
* Use your personal mobile phone (or other personal IT equipment) in areas used by children unless in emergencies or under an agreed protocol set out by the headteacher.
* Undertake ‘one to one’ activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your own responsibilities. You should not cover windows or door panels but always act in an open and transparent way.
* Transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey
* Have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should always be the minimum required.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help avoid poor working practices that may lead to a person’s behaviour being *investigated* and the *consideration* of disciplinary procedures.



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|  | **Role Title** | **Assistant SENCO** |
| **Grade** | **Grade 4 scp 9- 17** **Actual salary £18290 to £21430**  |
| **Hours of work**  | **8.00 am to 4.00 pm [ 35 hours 0.875 FTE]** **Term time + INSET**  |
| **Main purpose of the role** |
| * **To assist in leading and managing the provision of SEND learning support**
* **To support high quality learning , teaching and behaviour through effective use of resources, achieving high standards and progress for all students**
* **To provide administrative support to the SENCO**
* **To perform delegated duties as directed by the SENCO**
* **To liaise with staff, parents and other professionals regarding students with SEND**
* **To work with individuals and groups , under the direction of a teacher, to support learning**
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| **Core responsibilities and tasks** |
| * To contribute as directed to the application for EHCPs and the Annual Review process.
* To assist the SENCO in coordinating the specific provision made to support individual pupils with SEN, including those with EHC plans.
* To assist the SENCO in the design, review and evaluation of Pupil Profiles as directed.
* To assist the SENCO in maintaining the SEND Resister, provision map, and other such documents
* To assist with the programme of SEND assessment for all year groups.
* To liaise with external agencies to ensure that individual pupils’ needs are met effectively and with parents about the specifics of the SEND provision for their child, under the direction of the SENCO.
* To collate and prepare information relating to assessments and referrals under the direction of the SENCO.
* To deputise for the SENCO as required.
* To timetable support staff to ensure adequate in-class support for students with SEND
* To assist in the process of early identification and support for students with SEND
* To provide learning support for named pupils or groups of pupils, where and when required, on a range of subjects that may be hindering individual learning.
* To track and monitor relevant intervention data to identify progress and underachievement
* To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO.
* To work with the SENCO to promote an inclusive curriculum and in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.
* To maintain accurate and detailed records of all communication with parents and external agencies, including action/follow-up taken.
* To maintain accurate records on pupils and provide written reports on your work and the impact your work has on pupils.
* To attend meetings that are specifically in relation to the students with SEND that you support, such as parental, EHAT’s or support programmes or liaison with multi agencies.
* Deliver lunch, break and afterschool activities and interventions to pupils with SEND when necessary.
* To undertake any reasonable request to undertake work commensurate with the grade of the post
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| **Knowledge, skills and experience**  |
| * Experience of working with young people in a school setting.
* Experience of working with SEND and /or vulnerable students
* Experience of using management information systems
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| Other Specific Duties :* To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
* To promote actively the school’s corporate policies
* To continue personal development as agreed
* To engage actively in the performance review process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.The school is committed to safeguarding and promoting the welfare of children and young people and therefore the appointed person will be expected to support the life of the school. Appointment for this post is subject to an enhanced DBS disclosure and references will be sought for shortlisted candidates in advance of an interview |



**HOLLY LODGE GIRLS’ COLLEGE**

**Person specification – Assistant SENCO**

| **Criteria** | **Method of assessment** |
| --- | --- |
| Qualifications | Literacy, numeracy and ICT skills sufficient to perform the job tasks. Relevant SEND qualification [s]  | App/Int |
| Skills and Competencies  | Ability to demonstrate knowledge and understanding of the SEND code of Practice and legislation Ability to demonstrate knowledge and understanding of using basic diagnostic tests for identifying specific needsProven administrative skills including evidence of knowledge of Microsoft office, and web based applications Demonstrate knowledge and understanding of the collection and analysis of student performance data  | App/ Int |
| Experience  | Experience of using, complying with and applying the SEND Code of Practice Proven successful experience of working with children and young people in a school setting including those with SEND Experience in using SIMS  | App/ Int |
| Personal qualities  | An effective communicator with excellent interpersonal skills.Punctual, reliable and consistent. Positive, enthusiastic and committed to supporting the progress and development of young people. Able to deal calmly with conflict and work positively under pressure.Capable of working on own initiative.Ability to work individually and as a teamAble to work to deadlines and to priorities tasks  | App/ Int  |

App- Application form Int- Interview

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