



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Deputy SENCO**



Stoke Newington School  
& Sixth Form

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& Sixth Form  
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Dear Applicant,

Thank you for applying for a pack for the post of **Deputy SENCO** at Stoke Newington School and Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed school, a diverse and enthusiastic student intake, an Inclusion team well placed to continue to build on its current success, a newly refurbished building and a senior leadership team who will support you fully in further raising achievement for our vulnerable students.

This is a key post for the school. You will be one of a strong team who are keen to develop consistently outstanding practice in supporting and developing excellent expert teaching of our diverse LDD student intake. Our inclusion team are renowned for their work and we want you to be able to both contribute to and develop with our team.

You must have excellent interpersonal skills, drive, determination and energy and the highest expectations of every student and member of staff.

We recommend you visit our school in advance of interviews, please call Ioannis Mitrokatsis on 020 7241 9678 to arrange a date/time, or if you have any queries.

The closing date for applications is 27<sup>th</sup> February 2018. Interviews are expected to be in early March.

Best wishes,

*Annie Gammon*

Headteacher



INVESTORS  
IN PEOPLE



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**Deputy SENCO**  
**Required for September 2018**  
**Salary**  
Inner London Spine + TLR 2b

**The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has received a very good OFSTED inspection. The School is committed to getting the best for every student via excellent teaching, an inclusive structure and through creative experiences.

**The Post**

You will be joining an inclusive school with a very highly regarded Inclusion team. This role involves you leading on several aspects of support and development within inclusion. It is an excellent opportunity for someone who wants to become a SENCO.

**You**

We expect you to be a dynamic teacher, committed to inclusion and with highly developed organisational skills. You will be excellent at working with vulnerable young people and at communicating with a wide range of colleagues, parents and partner agencies. You will aspire to build success for every one of our young people.

**Contacting us**

If you are interested in joining us, or would like to see the school, then please contact Ioannis Mitrokotsas on 02072419678. You can also visit our website at [www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk) and download an application pack

**The closing date for receipt of applications is 27<sup>th</sup> February. Interviews will be in early March. We encourage visits in advance of applications.**

**You may email your completed application form to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)**

We are an equal opportunities employer committed to ensuring diversity in our workforce.



## Job description

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### Job Description

**TITLE OF POST:** Deputy SENCO

**ALLOWANCE:** Inner London pay scale + TLR 2b

#### Function of the post:

To provide effective strategic leadership and management of the Inclusion Department, particularly but not exclusively for the LSA team

To provide effective support for the Inclusion Leader

#### Main Tasks and Responsibilities:

1. To support the Inclusion Leader in leading the work of the Inclusion Department.
2. Line manage senior LSA (4 staff) including all aspects of performance management and overseeing LSA timetables
3. To teach as a lead class teacher, especially but not exclusively literacy and numeracy, for up to 30% of the week
4. Contribute to the care, guidance and support of vulnerable young people with SEND and students with emotional and behaviour needs with particular emphasis on supporting the learning, behaviour and progress of identified groups.
5. Overall responsibility for access arrangements including liaising with external bodies (JCQ), identifying students, writing reports and submissions to relevant external agencies.
6. Key link between SNS and transport to ensure service functions and students have access to transport services provided through Local Education Authorities (LEA).
7. Responsible for students with sensory impairments including liaising with specialist teachers.
8. To train and coach teachers and teaching assistants so that their work develops in quality with regard to SEN students.
9. To work collaboratively with teachers and teaching assistants to provide support and feedback recognised good practice.
10. Key worker for statement students, responsible for specific statement children, leading on the annual IEP's and monitoring of academic progress.

11. Attend and participate in fortnightly Multi Agency Planning (MAP) meetings.
12. To ensure that their own lessons consistently model best practice.
13. Deputise for Inclusion Leader in his/her absence.
14. To attend school meetings as directed the department or by the Headteacher.
15. To carry out all responsibilities in accordance with the school's and the Authority's equal opportunities policies.

#### **SELECTION CRITERIA:**

##### **Qualifications and Experience**

1. Qualified Teacher status with minimum of two year's teaching experience.
2. Successful experience of working with and teaching students with emotional and behavioural needs.
3. Interest and knowledge of educational issues and developments relevant to raising achievement.  
in SEND students and evidence of participation in professional development.

##### **Skills & Abilities**

4. Ability to work hard under pressure.
5. Ability to use I.T. effectively in teaching
6. Ability to keep effective records and to analyse data
7. Good communication and organisational skills.
8. Good interpersonal skills and a strong ability to work collaboratively.
9. Excellent creative teaching ability.
10. Ability to convey enthusiasm for literacy and numeracy at relevant levels
11. Commitment to personal career development.

##### **KNOWLEDGE AND UNDERSTANDING**

12. Knowledge and understanding of the recent developments of the SEN code of practice and statutory responsibility.
13. Knowledge of new developments in all aspects of SEND.
14. An understanding of issues surrounding raising standards and achievement for students with SEND.
15. Knowledge of the importance of appropriate planning, assessment for learning and homework.

##### **Equal Opportunities**

16. Understanding of the different social backgrounds of students.
17. Understanding of the needs of different students, and the appropriate policies and strategies to support them.
18. Understanding of the needs of bilingual students.

**Qualifications:**

Qualified teacher status.

Certificate in Competence in Educational Testing (CCET) (Desirable)

Certificate in Psychometric Testing, Assessment and Access Arrangements (AAC)  
(Desirable).