



SENDO (Special Educational Needs Officer)

Term Time plus 5 days (195 per annum)

37 hrs per week (8:30-4:30, Mon-Thu & 8:30-4:00 Fri)

Salary scale 20-26 (Grade 7) £30,296 - £34,834

(£25,830 - £29,699 pro rata)

Sir John Nelthorpe School is a successful and popular 11-19 mixed comprehensive school with a rapidly growing roll (currently 830 students). It has a caring ethos and a long tradition of academic attainment.

We are looking to appoint an experienced caring and committed individual to support the Director for SEND (SENDCo) to develop the highest standard of Special Educational Needs provision for our pupils through the School's Pupil Additional Support Service. The successful candidate will have experience and knowledge of working in a school, be extremely organised, possess excellent record keeping skills and have an extensive understanding of the SEND Code of Practice and the varying and broad range of pupil needs. The individual will be responsible for developing and implementing effective systems to promoting progress across the curriculum. They will also undertake interim reviews as required, create and support plans for pupils, prepare intervention for pupils, assess examination access arrangements for pupils to ensure appropriate provision is in place and report outcomes to the Examination Officer and staff. They will be responsible for the day-to-day management of the Teaching Assistant team to provide and support pupils to access teaching and learning. We are seeking a friendly and caring person who is able to establish positive working relationships with children and adults.

The following qualifications and experience are essential:

- GCSE Maths and English (or equivalent) Grade C or above
- Proficient in Microsoft Office packages
- Excellent organisational and interpersonal skills
- Knowledge and awareness of KS2 and post 16 education
- Knowledge of how pupils learn and how additional needs might impact on this
- Using ICT to support pupils learning
- Using differentiation strategies to support a range of learning needs effectively

Sir John Nelthorpe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and supportive references.

If you have the range of skills and experience required for this post we look forward to receiving your application by post or by email to admin@nelthorpe.org.uk by **Monday 5th February at 9:00am**. Interviews will be held the following week.

If you feel that you would like to discuss this post before applying please contact Mr S Howe, Deputy Headteacher by email on admin@nelthorpe.org.uk



SIR JOHN NELTHORPE SCHOOL

RESPECT - RESILIENCE - INTEGRITY

ASPIRE Centre at Sir John Nelthorpe School



Centre Structure

The ASPIRE Centre at Sir John Nelthorpe School is a purpose-built study hub dedicated to supporting Children and Young People with recognised SEMH needs. The centre is able to accommodate approximately 10 pupils maximum at any one time on a full time or part time basis. Permanent staffing includes Centre Manager, Learning Support Lead and ASPIRE administrator. Additional staffing will include further Learning Support capacity and wider agencies as required.

The centre consists of two dedicated learning environments, a wider opportunities room, Centre Manager Office and meeting room, admin/reception office and secure Outside space. It also has a dedicated small dining facility and simple kitchen.

We are very proud of the support we provide to our Children and Young People at Sir John Nelthorpe School and the ASPIRE Centre is an extension of the support we are dedicated to provide for our more complex needs children and young people on a short term and long-term basis. The ASPIRE will welcome children and young people from other mainstream centres where the support ASPIRE can provide is appropriate.

All pupils admitted to the Centre will undergo discussions prior to their placement to ensure the right support pathway at the ASPIRE Centre is allocated. Details on the processes can be discussed at interview.