



A note from the Principal.

Dear Candidate,

I am delighted that you are interested in the role of SEN Coordinator at Ark Evelyn Grace Academy, here in the heart of Brixton.

At Ark Evelyn Grace, we believe that education is transformational; that is why what we do matters and why we are always seeking to improve our practice.

I intend for Ark Evelyn Grace to be the school of choice in the local community, whose reputation is centred on great teaching, exemplary behaviour, and unrivalled opportunities beyond the classroom. This will only be achieved through our collective efforts and by exemplary leadership.

We are therefore seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping our students become cleverer and kinder every day. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, we offer a rigorous curriculum and a broad enrichment programme for students at all key stages.

As teachers we know that there is no substitute for hard work and this, above all else, will help our students understand and achieve excellence. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of every one of us.

Schools are not just a place of learning; they are a journey of self-discovery, intellectual enquiry, and growth. That should be as true for every member of staff as it is our students. This role offers the opportunity for real growth and development, especially for an aspiring headteacher, someone able to have impact at a whole school level. We hope that you will be interested in applying for this role.

If you have any questions or would simply like a conversation please contact me at tim.dainty@evelyngraceacademy.org or A.Myers@evelyngraceacademy.org HR Advisor.

Join us in providing excellence for all.

Yours faithfully,

Tim Dainty

Principal



Job Description: SEN Coordinator

Reports to:	Vice Principal
Start date:	September 2021
Location:	Evelyn Grace Academy
Contract:	Permanent - Full Time
Salary:	ARK MPS/UPS + TLR 1B (£10, 201)

The Role

To support the academy by providing expertise in identifying, assessing, and supporting pupils with Special Educational needs. Supporting to design an exceptional provision that aids effective learning and development.

Key Responsibilities

- Ensure that all SEND pupils achieve ambitious and personalised attainment and development targets.
- Lead the timely identification and assessment of pupils with special educational needs.
- To be accountable for and regularly measure, assess, and record the progress of all SEND pupils.
- Ensure appropriate exam access arrangements are in place for all standardised and external assessments.
- Adopt an integrated working approach with school staff and external agencies to meet the outcomes of individual students.
- To work closely with the Principal and Vice Principal
- Keep up to date with national developments in Learning Support, including practice and methodology.
- Actively monitor and respond to developments and initiatives at national, regional, and local levels.
- Participate in the interview process for SEND posts as required and support the induction of new staff.
- Arrange, observe, and review SEN interventions led by SEND staff and provide feedback to the Vice Principal and Principal.
- Support line managers within the SEND department to monitor, evaluate and enhance the impact that staff members whom they line manage have on the learning and development of SEND pupils.
- Provide coaching and feedback to SEND staff.
- Arrange exam access arrangement assessments for SEN pupils and train staff to deliver these arrangements correctly and effectively.



- Assist all staff with the implementation of government SEND legislation and guidance and encourage them to recognise and fulfil their statutory responsibilities.
- Work in collaboration with relevant external agencies, contractors, and parents/carers to ensure that the best possible support is provided for the Academy's SEND pupils.
- Liaise with other schools, alternative provision and further and higher education providers to ensure appropriate curriculum pathways for all SEND pupils, providing pupils and families with advice and guidance at all transition points, including entrance into the school in Year 7.
- Source and manage specialist advice and guidance from external agencies, including speech and language services, educational psychology services and other outreach services which lead to improved pupil outcomes.
- Play a key role in the organisation of multiagency meetings, such as Annual Reviews and EHCP Transfer meetings

Other

- Ensure the maintenance of accurate and up to date SEND information on appropriate databases.
- Maintain accurate records of support and intervention in place for SEND pupils and evaluate impact.
- Ensure an annual review of statements and EHC plans occurs in a timely manner and results in improved support for SEND pupils.
- Identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on action taken.
- Ensure all information is collated and distributed as necessary at all key transition stages, including from Year 6.
- Apply for high needs funding or EHC plans for all eligible pupils.
- Effectively manage the department's resources of space, staff, budget, and equipment to best meet the needs of SEND pupils, including redesigning spaces, deploying the area budget, requisitioning, organising, and maintaining equipment and stock, and keeping appropriate records.



Person Specification

Qualification Criteria

- Right to work in the UK

Knowledge, Skills and Experience

- QTS and SENCO qualification
- Have experience working with SEND pupils within mainstream education.
- Experience identifying, monitoring, and providing effective support for pupils with SEND advantageous.
- Experience of raising attainment in a classroom environment.
- Experience of continually improving the teaching and learning of the subject through schemes of work and extra-curricular activities.

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Operates with a spirit of flexibility and optimism
- Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Solution focused with a can-do attitude

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.