



## CUMNOR HOUSE SUSSEX



### **Assistant SENCo**

**September 2024**

Cumnor House Sussex is looking for an inspirational and highly motivated Assistant SENCo to join its staff and inspire young minds. Cumnor House has long had a very strong reputation for an excellent academic provision that includes securing places for our children at the top Senior Schools in the South East and the country, as well as winning numerous academic and extra-curricular scholarships. It is a school rightly known for the warmth and strength of its community, the breadth and depth of its educational provision, and its positive and supportive culture, all of which are encapsulated in our motto, "Aim High, Be Kind, Dare to be Different".

**Reporting to:**

SENCo; Deputy Head Academic (DHA) and the Academic Leadership Team (ALT).

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The overarching responsibilities of the Assistant SENCo include:

- Assisting the SENCo in the operation of the LED Department, contributing to achieving the aims and objectives of Cumnor House School for our students with Special Educational Needs and disabilities throughout the entire school
- Supporting the development and teaching of an effective and stimulating curriculum that removes barriers to progress and maximise the attainment of students
- The post holder will be expected to work closely with the SENCo and take an active interest in the wider aspects of Learning Support.

## **Duties**

The principal duties of the Assistant SENCo are to:

### **Leadership**

- Assist the SENCo with the identification, assessment and provision for all children with Special Educational Needs or Disabilities
- Deputise for the SENCo if required
- Support the SENCo with providing a strategic vision for the Department
- Raise standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress
- Work collaboratively, alongside the SENCo, with the LED Department to find creative and innovative solutions and to foster a strong team ethos
- Managing and deploying available resources including, under direction from the SENCo, assisting in the day-to-day line-management of staff working within the department

### **Communication and Support**

- Help advise staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed
- Liaise with Learning Enhancement staff, Heads of Department, class teachers and Heads of Year about students with SEN and, where necessary, refer students to the appropriate external agencies for further support
- Engage in liaison meetings with appropriate outside agencies, under direction of the SENCo e.g. Educational Psychologist, Speech and Language service, Occupational Therapists etc. and to facilitate opportunities for external agencies to work with students and staff when appropriate
- Advise Teaching Assistants of the needs of students with learning inclusion issues and of suitable methods and strategies to remediate these needs. This may include the modelling of good practice or support with planning and review
- Advise staff with strategies for differentiation

### **Tracking and monitoring**

- Ensure that SEND identification and assessment processes, are in place and regularly reviewed
- Alongside the SENCo, Monitor student progress through the use of Individual Education Plans, In Class Support Plans and other school wide or departmental assessment data to ensure that appropriate intervention strategies that raise overall standards are implemented

### **Key tasks:**

The key tasks for the Assistant SENCo are to:

- Assist with the smooth day-to-day running of the Department.
- Keep up to date with national developments in the departmental area, and to remain informed of recommended teaching practice and methodology.
- Have an allocated group of key SEND students and be the first point of contact in respect of their needs
- Plan and deliver, in consultation with the SENCo, suitable programmes of work and in-class support strategies for students with SEND
- Assist with staff development and INSET training with regard to SEND where appropriate

- Work with the SENCo to ensure that students are awarded appropriate examination concessions in respect of their needs and trained in their usage, and to deploy support staff to assist with such concessions as appropriate
- Report termly to SENCo on departmental intervention performance and resultant student progress so that interventions can be refocused as appropriate
- Keep detailed records of the progress of key students receiving Learning Support, including writing and reviewing ILP's and In Class Support Plans
- Take every opportunity to positively engage with parents and carers, forming strong links to communicate regarding all SEND issues related to their children
- Write or assist with applications for EHCPs, if required
- Support the SENCo with assessing and deciding the next steps for children who are causing concern
- Support the SENCo with ensuring the SEND and Additional Needs Register are kept up to date
- Support the SENCo with the deployment of assistive technology for LED pupils
- Support the SENCo with the implementation of interventions throughout the school, including working with TAs and INAs in different year groups

### **Supervision of pupils**

- Adhere to the school's behaviour policy, following set procedures and guidelines in a calm manner.
- Be aware of individual dietary and medical needs, including allergies, and of the procedures in case of emergency.

### **Safeguarding Responsibilities**

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- When concerned about the welfare of a pupil, acting in the best interests of the pupil.

### **Desired Skills, Knowledge and Experience**

- Qualification and experience in Special Educational Needs coordination, Helen Arkell Level 5 or equivalent
- Degree
- Qualified Teacher Status is essential
- Experience of working at a primary level
- Sound knowledge of the SEND Code of Practice
- EAL experience
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate
- Good record keeping skills
- Good administrative and IT skills
- Involvement of self-evaluation and development planning
- Experience of conducting training/leading INSET
- Sensitivity to the needs of all pupils and an ability to adapt methods of support
- Excellent organisational skills and the ability to delegate
- Willingness to share outstanding practice and support the development of staff
- Share a creative and enthusiastic approach to cross-curricular opportunities

## Personal qualities

- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with learning needs or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Willingness to contribute to the wider Prep School curriculum and community
- Ability to communicate warmly, positively and authentically with parents about their child's progress and potential
- Maintain a positive, flexible and good-humoured approach
- Consistently exhibit high standards of conduct including punctuality, professional appearance and discretion
- Empathy with the Cumnor principles, and the ethos and aims of independent education

Hours of work between 8am and 5pm – 40 hours per week

## Holidays, Remuneration and Benefits

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Employee Assistance Programme
- Bike to work scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme from day one
- Commitment to staff development

## Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by 13<sup>th</sup> May 2024 to [hr@cumnor.co.uk](mailto:hr@cumnor.co.uk)

Interviews of selected applicants will be held the following week, with a view to a decision being made by 20<sup>th</sup> May 2024, and would involve a visit to the School. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Karen German on 01825 790347**.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.