



PATE'S GRAMMAR SCHOOL FOUNDATION & THE RICHARD PATE SCHOOL ("the School")

SENDCo and Head of Learning Support

Information pack

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful independent day school for approximately 300 3-11 year olds. We offer children a broad education in modern, purpose built facilities. The School has an excellent record of admissions to both grammar and independent schools, with 52% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education in sport, art, drama and languages and a varied extra-curricular programme as well.

Vacancy Details

This is a full time post for a suitably qualified SENDCo to join us from September 2021. The successful applicant would be in charge of leading SEND provision across the whole school and working closely with class teachers and others responsible for SEND.

To be successful in this role you must be:

- Qualified with QTS and have experience of supporting those with SEND.
- Experienced in the delivery of SEND within a school setting preferably with KS1 and KS2 experience.
- In possession of the relevant degree and qualifications to oversee an SEND Department.
- Enthusiastic about being part of a supportive team, prepared to be immersed fully into school life.
- Respectful of the School's aims and values.

In return we offer a positive working environment with supportive colleagues and regular opportunities for professional development and training. We expect all our staff to engage in pedagogical reflection and development, and to contribute to ongoing improvements in learning and curriculum design and delivery.

Job Description

To carry out the professional duties of an exceptional classroom teacher under the direction of the Headmaster.

A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, teaching staff must also have regard for the Teachers' Standards which are integral to the School's appraisal system.

B. Key responsibilities

- Able to show an understanding of effective teaching and learning styles and how these can be used to support pupils with SEND.
- Knowledgeable and understanding of relevant research, national inspection evidence and legislation including the SEND Code of Practice and equal opportunities legislation and how these apply to pupils with EHCPs as well as those without.
- Able to communicate information effectively to parents and to other schools upon transfer and also to external agencies.
- Experience supporting children with both Maths and Literacy difficulties.
- Understanding of the purpose of individual education plans, including their creation as well as their implementation and review.
- Able to support other staff in understanding the learning needs of pupils with SEND and assist them in raising their achievement levels.
- Organise the TAs to deliver intervention strategies for individuals and small groups within the class.
- Responsible for updating the SEND policy and contributing to other policies with relevance to SEND.
- Willing to work with pupils, class teachers and curriculum leaders to ensure that realistic expectations of behaviour and achievement are set for pupils with SEND.
- Able to monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEND.
- Prepared to collect and interpret specialist assessment data gathered on pupils and use it to inform best practice.
- Confident to liaise with Educational Psychologists, Speech Therapists and other external specialists to offer pupils that support if required and agreed by parents.
- Able to ensure inclusion at all times in the school day.
- Willing to look after the child's physical and personal needs to ensure that child's privacy and equality. Committing to the philosophy and ethos of the school.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

Qualifications and experience

- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.
- Degree in SEND or equivalent qualification.
- Applicants should ideally have experience teaching KS1 and KS2.

Knowledge and understanding

- Understanding of the latest legislation and research relating to SEND.
- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils.
- Thorough understanding of current education policies and practice, in particular relating to Safeguarding, Health and Safety and Equal Opportunities.

Skills

- Able to teach pupils of all abilities and ages to a high standard, utilising creative classroom teaching skills to promote excellent pupil progress.
- Able to communicate with other members of the team how best to understand and support the needs of the pupils under your direct responsibility.
- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning.
- Create a happy, challenging and effective learning environment.
- Innovative in approach to teaching and learning.
- Proficient in the use of ICT (or a commitment to undergo training to this end).

Personal characteristics

- Professional in approach and appearance
- Strong interpersonal skills to effectively communicate with staff, parents and pupils
- Good team player, willing to make a full contribution to the work of the department and potentially the extra-curricular programme
- Committed to the protection and safeguarding of children and young people
- Understands and is willing to uphold, the core values of The Richard Pate School
- Well organised with high expectations of achievement and behaviour.

In return, we offer you

- Talented and dedicated colleagues with inspirational team spirit
- Children who are enthusiastic to learn, with outstanding behaviour
- A supportive and nurturing ethos which will help you fulfil your potential
- A strong commitment to on-going professional development and lifelong learning.

Extra-Curricular Programme

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant may also wish to deliver additional activities. Lunchtime and after school activities take place each Monday to Friday during term-time. Activities are usually agreed at the beginning of each term by the Head of Games.

Salary Scale

Teachers pay is set with reference to National Pay Scales as published from time to time but the School is not obliged to replicate the National Pay Scales or to award the same pay increases as are awarded nationally.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Further Information

Up to date information including policies may be found on our website, www.richardpate.co.uk. These include:

- Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders (Appendix 1) ; and Recruitment Privacy Notice (Appendix 2); and
- Safeguarding Policy

Should you wish to discuss any of the detail contained within this information pack, please contact our bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address:-

Mrs Lucy Cox - Bursar
The Richard Pate School Bursary
Southern Road
Cheltenham
GL53 9RP

Or e-mail to: bursar@richardpate.co.uk

Applications must be received by 12:00pm on Monday 29th March 2021.

Interviews will be held on **Wednesday 7th April 2021.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

The Richard Pate School is an equal opportunities employer.