

# Todmorden High School Application Pack



**Role title: SENCO**

**Contract type: Full time, permanent contract**

**Grade: MPS/UPS/ECTs plus TLR 1L £13,187**

**Hours: 32.5 per week**

**Work Pattern: Monday to Friday**

(in accordance with the School Teacher Pay and Conditions Document)

**Start Date: September 2024**

**We reserve the right to close this vacancy early if we receive sufficient applications for the role.**

**Disclosure and Barring Service Checks:** Appointment to this post is exempt from Rehabilitation of Offenders Act and subject to the following DBS check – an enhanced with Children Barred List Check.



**Todmorden High  
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**Ambition, Respect, Care and Honesty**

# A warm welcome to Todmorden High School

## Message from the Headteacher

'We pride ourselves on our open and friendly approach along with our high expectations of what our students and staff can achieve'.

School vision : Enabling individuals to unlock their unique potential.

Dear Applicant,



It is my pleasure to introduce you to our educational family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our **open and friendly** approach along with our high expectations of what our students and staff can achieve. We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for **personal development and growth** remain a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where **our values** can thrive. In keeping with our values, we strive to create a school that celebrates difference. **Ambition, Respect, Care and Honesty** remain at the forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are **stimulating and rewarding** times ahead at Todmorden High School and I very much look forward to sharing them with you.

A handwritten signature in black ink that reads "G Shirt". The signature is written in a cursive, flowing style.

Gill Shirt  
**Headteacher**

## **AMBITION, RESPECT, CARE AND HONESTY**

# School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally and morally, so they are fully equipped to make the right choices in life. Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of **Ambition, Respect, Care and Honesty**.



**“The teachers are really good at being supportive and help me in my learning”**

Year 7 Student—Student Voice Survey response 2022.



**AMBITION, RESPECT, CARE AND HONESTY**

# Our Vision

We believe that every child has  
**unique potential**  
and at Todmorden High School,  
we're here to enable  
every child to **unlock it.**

**"Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot."**

Ofsted January 2020, Good



**"Pupils and teachers understand the ARCH values of ambition, respect, care and honesty. These values are clear in the lessons and in the pastoral care in the school. Parents mention these values too. Pupils say that bullying is not common and that, when it happens, teachers deal with it"**

Ofsted January 2020, Good

**AMBITION, RESPECT, CARE AND HONESTY**

# Our Values

**Ambition:** High expectations for yourself,  
the community and the wider world.

**Respect:** For yourself, the community and the wider world.

**Care:** Caring for yourself, the community and the wider world.

**Honesty:** Being true to your unique self,  
the community and the wider world.

## Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



**“In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work. The school has thought carefully about what pupils need to learn.”**  
Ofsted January 2020, Good

**AMBITION, RESPECT, CARE AND HONESTY**

# Our People

## Students

**“Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school life”**



## Parents

**“My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one.”**

## Staff

**“The school offers values-driven education where we all work together within a family ethos with the best interests of students at the heart of all decisions.”**



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# The Role

We are seeking a dynamic and inspirational SENCo. You will be responsible for the overall leadership and management of this highly successful faculty and SEND team. You will play a key role in raising the profile of the faculty and in leading the development of our provision for students with Special Educational Needs, developing practice across the school and contributing significantly to the work with partner primary schools and in the wider community. As SENCo you can expect to play a major strategic role in the school's development, leading change, coordinating learning support across the school and managing the provision of students with special educational needs. We are looking for someone with a proven track record of exceptional teaching and learning in the classroom, and someone who is committed to continued professional development and improvement. If you have the expertise to lead this area, we would be delighted to hear from you.

This opportunity is open to those with the SENCo qualification (NASENCo), those working towards the SENCo qualification and those who are committed to gaining the qualification.

We are a small and friendly comprehensive school for 11 to 16-year-olds with 900 pupils located in the beautiful Todmorden valley. 'Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe, and they learn a lot. Pupils get on well with their teachers and enjoy good relationships. Pupils know that there is always someone who will help them if they have any concerns. We are so much more than 'just another school'.

Should you have any questions about this role, please email our Assistant Headteacher, Gemma Cooper: [g.cooper@todhigh.co.uk](mailto:g.cooper@todhigh.co.uk).

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

## Safeguarding

At Todmorden High School safeguarding is high priority. All staff are responsible for ensuring the safety and wellbeing of students. In order to unlock their unique potential, it is critical that students feel safe in school. In applying for a job at THS you are committing to upholding this responsibility and following the school policies and procedures to ensure the environment remains safe and welcoming for all. Students with SEND needs are statistically more likely to be vulnerable to safeguarding risks, it is therefore imperative that the SENCO is skilled in managing and promoting safeguarding for all.

## Main duties

- Leadership and Management of SEND provision across the school.
- To ensure high expectations are maintained by all for students with SEND.
- To support the strategic direction of the school's development through providing a clear vision for SEND support across the school.
- Coordinating and monitoring provision for students with Special Educational Needs and Disabilities throughout all aspects of school life.
- To promote and maintain effective working relationships with parents and carers of young people with SEND.
- Working with external agencies to ensure potential barriers to learning are removed and students with SEND achieve the school's vision by achieving their unique potential.
- To adhere to school policies and procedures.

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## Specific duties

### Leadership

- To ensure the progress and attainment of SEND students remains high priority within all school quality assurance processes.
- To ensure the SEND Code of Practice 0-25 is implemented and adhered to fully within the school's practices.
- To lead school wide training on SEND.
- To advise the Senior Leadership Team on SEND issues.
- To promote and support good attendance for SEND students.
- To oversee the implementation of national initiatives and respond to national and local authority developments.
- To quality assure all aspects of the faculty's performance.
- To uphold Teachers' Standards and uphold and adhere to school policies and procedures.
- To be a good role model for members of the faculty. To promote professional development throughout the faculty and take responsibility for personal professional development.
- To lead the SEND team

### Management

- To work alongside the Quality of Education team to develop strategies and approaches that positively impact upon the progress and attainment of SEND students across the school.
- To implement Assess, Plan, Do Review processes in line with national legislation and the relevant SEND Code of Practice.
- To manage and maintain the school's SEND register, ensuring it is regularly reviewed and updated.
- Coordinating, assessing, and overseeing access arrangements for exams. (Training provided if required)
- To ensure that statutory responsibilities for students with SEND are met.
- To play a leading role in the appointment of staff to the faculty and induct new staff.
- To ensure that the deployment of staff and day to day running of the faculty are effective and offer value for money.
- To liaise with external agencies.
- To ensure effective delivery of intervention programmes including the Nurture curriculum.
- To use data to monitor the impact of provisions within the SEND department to ensure students are making progress.
- To manage the faculty budget to ensure all spending promotes student learning.
- To maintain, develop and deploy resources for SEND students across the school.
- To develop and maintain good professional relationships with colleagues at all times.

This is not an exhaustive list of duties and is indicative of the type of work required by this post holder. The post holder will be expected to work closely with the SLT and deliver the operation provision required to work with groups of young people in learning environments. The Headteacher may also require the post holder to fulfil other duties, as required.

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## **Learning**

- To identify and disseminate appropriate teaching and learning approaches for SEND students.
- To develop and support access to learning for EAL students.
- To ensure robust systems are in place to ensure all SEND advice is updated and shared in an effective way with teaching staff.
- To implement, promote and monitor the school's behaviour policy and its impact on SEND students.
- To promote and encourage good working relationships with students and parents.

## **General**

- To undertake additional responsibilities when requested to do so in supporting the day to day running of the school.
- To make informed decisions with confidence and demonstrate the ability to work autonomously.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

## **Continuing Professional Development**

- To promote pedagogical dialogue throughout the school.
- To be a good role model.
- To effectively manage classroom behaviour in line with school systems and policy.
- To develop and maintain good professional relationships with colleagues.
- To undertake school supervision duties as required.
- To carry out any other reasonable task at the request of a member of the Leadership Team
- To work flexibly and undertake additional responsibilities when requested to do so in supporting the day to day running of the school.

## **Equality of Opportunity**

Todmorden High School is committed to equal opportunities in employment and welcomes applications irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age, and/or medical condition. Your personal details will be treated in accordance with our Applicant Privacy Notice, available on our website in the Policies section.

## **Data Protection**

The post will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the School's Data Protection Officer.

## **Privacy Notice**

The school adheres to all Privacy laws and regulations [THS-Recruitment-Privacy-Notice.pdf \(todhigh.co.uk\)](#).

Reviewed every two years, or earlier if change dictates.

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# Job Specification

## Person Specification

Characteristics
<b>Professionalism – a core of strongly held and enacted values</b>
Respect for others – The underlying belief that individuals matter and deserve respect.
Challenge and support – A commitment to do everything possible for each student and enable all students to be successful.
Confidence – The belief in one’s ability to be effective and take on challenges.
Self-Learning – A commitment to developing understanding and learning new skills to become a better teacher.
Creating trust – Being consistent and fair. Keeping one’s word.
<b>Thinking – the drive to ask ‘why?’ and see patterns.</b>
Analytical thinking – The ability to think logically, break things down and recognise cause and effect.
Conceptual thinking – The ability to see patterns and links, even when there is a lot of detail.
<b>Planning and setting expectations – targeting energy and effort where it will make the most difference to students.</b>
Drive for improvement – relentless energy for setting and achieving challenges.
Information seeking – a drive to find out more and get the full story. Intellectual curiosity.
Initiative – the drive to act now to anticipate and pre-empt events.
<b>Leading – directing, inspiring and motivating others.</b>
Flexibility – The ability and willingness to adapt to the needs of a situation and change tactics.
Holding people accountable – The drive and ability to set clear expectations and parameters and to hold others accountable for performance.
Managing students – The drive and ability to provide a clear direction to students and to enthuse and motivate them.
Passion for learning – The drive and ability to support students in their learning and to help them become more confident, independent learners.
<b>Relating to others – managing one’s interactions and relationships effectively.</b>
Impact and influence – The ability and drive to produce positive outcomes by impressing and influencing others.
Empathy – The drive and ability to understand others and why they behave as they do.
Team working – The ability to work with others to achieve shared goals.
<b>General</b>
Qualified teacher status.
Capacity to be a good role model for all members of the school community.
Willingness to accept both support and challenge leading to improved practice.
Ability to teach excellent lessons.

We are an aware employer, who is committed to safeguarding and protecting the welfare of children and vulnerable adults, as a priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS disclosure.**

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# How to Apply

Interested candidates are invited to apply through the TES portal.

Application deadline	Tuesday 7th May 2024 at 9am
Candidates listing	Wednesday 8 <sup>th</sup> May 2024
Interview date	Wednesday 15 <sup>th</sup> May 2024

We are committed to providing a workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. Todmorden High School is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of this role, you will need to complete an enhanced DBS and undergo pre-employment screening. Todmorden High School is committed to adhering to Data Protection regulations in regard to how we store your personal information. To view our full recruitment privacy notice please visit our website [www.todhigh.co.uk/recruitment](http://www.todhigh.co.uk/recruitment).

