



**Burnside  
College**



# **SENCo** Application Pack

Burnside College  
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Wallsend  
Tyne & Wear  
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2019-2022





Dear Colleague,

Thank you for your interest in joining our team.

Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school has been through a considerable period of change in recent years in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community.

These improvements have been secured through a real team effort between school leaders and staff. We have a relentless focus on teaching and learning and ensure we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

There is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart. In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for NQTs and early years teachers. School leaders are considerate of the workload and wellbeing of staff. And the school provides good career progression opportunities.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson  
Headteacher

## **The Role: SENCo**

<b>Type of Contract:</b>	<b>Full Time Permanent</b>
<b>Salary/Scale:</b>	<b>MPS/UPS £28,000 - £43, 685 plus TLR1b £10,714</b>
<b>Start Date:</b>	<b>1st September 2023</b>
<b>Closing Date for Applications:</b>	<b>9am Friday 19th May 2023</b>
<b>Interview Date:</b>	<b>w/c Monday 22nd May 2023</b>

For September 2023 we are looking to appoint a dynamic and inspirational SENCo with a proven track record for improving outcomes and opportunities for all students and specifically those with educational needs and disabilities.

This is an exciting opportunity to join Burnside College in a role which is central to our core aim of being an inclusive school that ensures all students are given the most appropriate support and skills to allow them to thrive and make progress.

The SENCo is responsible for the day to day management and strategic development of SEN across the school. They will work closely with the Deputy Headteacher responsible for students and inclusion and will manage a team of staff deployed to support teaching and learning. The SENCo will work with students, parents/carers, school staff and outside agencies to assess barriers to learning and identify the most appropriate intervention to meet student needs.

Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold the fundamental standards of pride, respect and achievement with all learners but also ensure that all students receive the highest standard of bespoke support.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

### **As SENCo you will:**

- Undertake the role of SENCo ensuring the statutory obligations of the role are effectively met
- Provide clear leadership and direction for the school's special educational needs provision
- Be an inspirational and innovative practitioner able to engage with colleagues and external agencies to ensure that aspirational teaching with appropriate targeted support is delivered

- Be committed to ensuring every student reaches their full potential regardless of their individual need
- Be aware of the local and national agendas for SEND and inform leadership accordingly
- Have excellent analytical and data management skills to successfully collect and interpret data and be able to effectively inform stakeholders
- Create a learning environment in which students feel valued, supported and happy whilst being part of the whole school community
- Coordinate and review EHCPs
- Maintain the school's register of educational needs and ensure the timely review of students who have or are displaying an educational need
- Present a coherent and accurate account of SEN provision to a range of audiences
- Continually review the effectiveness of the school's special educational needs provision and proactively seek to develop this further
- Work with colleagues to extend accessible extra curricular and learning opportunities beyond the classroom
- Contribute to the school's CPD program on specific needs and strategies to ensure colleagues are informed and able to effectively support students with additional needs

The successful candidate must be a qualified teacher and will have a teaching commitment. The SENCo is required to hold the National Award for SENCo qualification.

If you would like any further information, or to discuss this role in more detail, please contact Charlotte Jenkins, Deputy Headteacher by email at [c.jenkins@burnsidecollege.org.uk](mailto:c.jenkins@burnsidecollege.org.uk)

## **Purpose of the role (job statement)**

Carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well

Carry out the duties of a classroom teacher as set out in the 'School Teachers Pay and Conditions Document and to meet the core Professional Standards for Teachers contained within the Framework in the STPCD. In addition if paid at Upper pay scale meet the Post Threshold Standards set out below

## **Responsibilities**

**To carry out Planning, Teaching and Class Management: to teach allocated students by planning their teaching to achieve progression of learning through:**

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- liaise with the Subject Leader to ensure the implementation of department policy and best practice

## **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents
- undertake assessment of students and participate in the school's system reporting to parents

## **Curriculum Development**

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes

## **Pastoral Duties**

- be a Form Tutor to an assigned group of students
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- contribute to the preparation of Action Plans and progress files and other reports
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- contribute to PSHE and citizenship and enterprise according to school policy



## **Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute positively and effectively to the Every Child Matters agenda
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors

## **Role Threshold Standards**

- Post threshold standards apply to anyone employed at UPS level

## Person Specification

<b>Criteria</b> <b>E = Essential D = Desirable</b>	
<p><b>Skills, Knowledge and Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum for their subject</li> <li>• Passionate and enthusiastic about their subject</li> <li>• Willingness to keep up to date in subject knowledge and national developments</li> <li>• Ability to plan and teach effectively using a variety of strategies</li> <li>• Excellent interpersonal skills with both adults and children</li> <li>• Willingness and ability to work as part of a team</li> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Ability to prioritise and organise own work</li> <li>• Knowledge of Health and Safety procedures and their application</li> <li>• To have a 'can do' philosophy</li> <li>• To enjoy working with young people</li> <li>• To be flexible, energetic, adaptable and have the ability to use initiative</li> <li>• To identify and develop opportunities</li> <li>• To carry out professional duties in a positive, helpful and courteous manner</li> <li>• To have high aspirations and expectations for their students and themselves</li> <li>• Committed to raising standards and continuous improvement</li> <li>• To be dedicated to the success of the students, their teams, the school and themselves</li> <li>• Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree in a relevant field</li> <li>• Evidence of recent continuing professional development</li> </ul>	<p>E</p> <p>E</p> <p>D</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to teach across Key Stages 3 and 4</li> <li>• Ability to teach Key Stage 5</li> </ul>	<p>E</p> <p>D</p>
<p><b>Disposition</b></p> <ul style="list-style-type: none"> <li>• Committed to personal development</li> <li>• Willingness to contribute to other areas of school life</li> </ul>	<p>E</p> <p>E</p>

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.  
This post is exempt from the Rehabilitation of Offenders Act.



## How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your philosophy for teaching and learning and why you would be a suitable candidate for this role at Burnside.

Completed applications should be returned to:

Miss K Drury  
FAO: Mr D Jamieson  
Burnside College  
St. Peter's Road  
Wallsend  
NE28 7LQ  
or electronically to [k.drury@burnsidecollege.org.uk](mailto:k.drury@burnsidecollege.org.uk)

Please contact the school if you require any further information relating to this post.  
Telephone: 0191 2598500

**Closing Date: 9am Friday 19th May 2023**

**Interview Date: w/c Monday 22nd May 2023**

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