



SENCo

Applicant Pack





“Together we engage, thrive and achieve”

Executive Head Teacher: Lori Ann Mackey MA (Ed)

Head of School: Heather Jolly BA (Ed) Hons

Primary: Sidcup and Crayford / Secondary: Belvedere

<https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing an interest in the role of SENCo at Shenstone School.

We have devised this applicant pack to show you, with pride, what being a member of the Shenstone School community means. Please take time to read through the literature provided, and we would encourage you to explore the school's website and arrange a time for a school tour, as detailed on the job advert page.

Our website can be found at www.shenstone-tkat.org and contains further information about our Vision and Values, Policies and Procedures, Health and Well-being, Curriculum Offer, School Development Plan, Ofsted report and highlights what makes Shenstone a truly remarkable school. The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone.

If, after reading through the applicant pack, you still feel as though Shenstone is the place for you, we would welcome you to apply. To do so, please use the application to showcase your experience and how it reflects both the job description and person specification for the role. We want to hear why you are choosing Shenstone School and what you can bring to the role.

If you require any further information or have queries, please do not hesitate to contact the school office at 01322 524145 or via e-mail at hr@shenstone-tkat.org.

Yours faithfully

Lori Mackey
Executive Head Teacher



2022-2025





About Shenstone School

Shenstone is an all-through school for children and young people with Severe Learning Difficulties (SLD). We work across three sites within Bexley. Two sites are primary (Sidcup and Crayford), and the third site is our growing secondary provision (located in Thamesmead for 2024/25 before moving to a purpose-built new site in Belvedere in September 2025). Exciting times are ahead for everyone at Shenstone School.

Our staff are passionate about providing our students with the best learning opportunities. Working in partnership with parents and carers, we successfully foster and develop a positive attitude in our young people and support them to have opportunities that will allow them to achieve beyond their expectations. The support and guidance students receive from staff give them the confidence to learn independently and strive to achieve their most aspirational outcomes. The school positions itself as a centre of excellence for its students, parents/carers, staff, local authorities and the wider community.

We aim to ensure that all students have the maximum opportunity to participate fully in society to enhance their life chances. We pride ourselves on ensuring that learning remains purposeful but is equally fun. We are committed to supporting the emotional health and well-being of all our students, staff and parents/carers, and we stand by our motto of "Together we engage, thrive and achieve".

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.



Shenstone Secondary Build is underway - Ready for Sept 2025!!!



Shenstone School

29 February at 14:41 · 🌐





About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website www.tkat.org, you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

Working for TKAT:

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

**Shenstone
is one big
team**

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I loved working at Shenstone, the staff were friendly and the children were lovely.

I like working at Shenstone, the SLT and all the staff are lovely.

Job Advert

Post Title:	SENCo
Post Location:	Shenstone School: <u>Primary School</u> - We have two Primary sites based in Crayford & Sidcup <u>Secondary School</u> – for the 2024-2025 school year, our Secondary site will be temporarily based at Jubilee Primary School, before moving to our new building in Halt Robin Road, which will be opened in September 2025. The SENCo will be required to work across all sites as Shenstone is an all-through school.
Contract Type:	Permanent
Hours/Weeks:	Full-time/52 weeks per year
Salary:	£51,679 - £55,360 We are offering a salary between points 1 – 4 on the TKAT leadership scale. The salary will be dependent on experience and qualifications. This will be discussed further at the interview/appointment stage.
Post Start Date:	1 st September 2024
Tour:	Please e-mail hr@shenstone-tkat.org with your availability and we will arrange a convenient time for you to come into school for a tour and to meet our amazing pupils.
Closing Date:	Open until filled – latest date to apply is Sunday 2nd June 2024 . We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert.
Interview Date:	TBC

About the Role

Shenstone School is expanding! We are ambitious for all of our amazing staff and students, and we need more people to join us on the next chapter of our journey.

We are looking for an innovative and self-motivated SENCo to join Shenstone in September 2024. This is a new and varied role and we are seeking someone who is calm, nurturing and passionate. The successful candidate must be self-driven and be able to advocate for our vulnerable pupils.

You will work across all of the Shenstone sites, leading annual reviews, producing relevant paperwork, liaising with: parent/carers, multidisciplinary teams and local authority's, amongst others. You will need to have proven organisation and communication skills and able to meet statutory deadlines.

You will liaise and engage with pupils within the classroom setting so that you can fully support them in reaching their full potential. You will lead SEN across the school and be responsible for strategic development and its implementation.

Professional qualifications required:

- Degree or equivalent
- Qualified teacher status
- Relevant SEND qualification (NASENCO or equivalent)
- Evidence of recent and relevant CPD
- Experience in a special school setting is desirable.



JOB DESCRIPTION SENDCo

Accountable To	Executive Head Teacher and Head of School
Job Purpose	To support annual reviews and EHCP transition processes at Shenstone School.
Key Area	Roles/Responsibility
	<p>To work/support all pupils as we are an all-through school:</p> <ul style="list-style-type: none"> • To have regard to the Children's and Families Act 2014, The Equality Act 2010 and the SEND Code of Practice 2014 • To support the EHT, Head of School and Governing body in making sure that the provision for SEND students meets the current cohort's needs and meets the regulations set out in legislation • To undertake a routine review of SEND cohort of the school and make sure that the provision reflects the learning and development needs of the pupils. • To support the school in meeting the regulations stated in the Equality Act when it comes to students with SEND • To put in place and regularly review systems and processes which identify students with SEND needs early and robustly • To support and share the voices of our SEND pupils & parent/carers on a regular basis • To ensure that students understand and engage in working towards their EHCP targets • To organise and implement the provisions set out in Education, Health and Care Plans including Annual & Emergency Reviews • To have regular contact with parents/carers when required and to respond to parents/carers in a timely manner. • To work closely with the Local Authority regarding EHCPs • To work closely with parents and the Local Authority when applying for EHCP when appropriate • To work with the attendance team to ensure good attendance for all students • To work closely with the large multi-therapy team within the school and support intervention work as appropriate • To maintain stringent SEND records for the school <p>Teaching and learning</p> <ul style="list-style-type: none"> • Monitor teaching and learning activities to meet the needs of pupils with SEND and advise/ support where required • Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND <p>Recording and assessment</p> <ul style="list-style-type: none"> • Support pupil progress review meetings and keep abreast of systems for identifying, assessing and reviewing SEND • Attend consultation evenings and keep parents informed about their child's progress

	<p>Leadership</p> <ul style="list-style-type: none"> • Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND • Provide training opportunities for learning support assistants and other teachers to learn about SEND • Disseminate good practice in SEND across the school • Identify resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure
Review of job description	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties as directed by the EHT, the governing board and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.</p>



PERSON SPECIFICATION

SENCo

	Essential	Desirable
Professional qualifications	<ul style="list-style-type: none"> • Degree or equivalent • Qualified Teacher Status • Relevant SEND qualification (NASENCO or equivalent) • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Experience in a special school setting.
Professional Skills and Experience	<ul style="list-style-type: none"> • Proven ability as an excellent classroom teacher. • A positive approach to promote excellent learning behaviour; • Experience of developing outstanding relationships with parent/carers, multidisciplinary teams, local authority's etc. • ICT skills for teaching and management. • Confidence, clarity and decisiveness in making and carrying out decisions. • Ability to advocate for pupils and their families. • Proven organisational skills with the ability to meet statutory deadlines. 	<ul style="list-style-type: none"> • Experience of leading a whole school initiative that demonstrates impact on teaching and learning and standards.
Knowledge and Statutory Understanding	<ul style="list-style-type: none"> • Excellent understanding of the principles of inclusive teaching and experience of teaching children with special educational needs; • Experience of working with other professionals and/or agencies to meet the needs of children with additional needs; • Knowledge and understanding of the 2014 reforms to SEN; • Knowledge and understanding of statutory duties in relation to SEN and equality. • Knowledge and understanding of the principles of nurture and how this leads to inclusive practice. • Understanding and knowledge of strategies that support children with ASD, ADHD and attachment. 	

Curriculum	<ul style="list-style-type: none"> • Understanding the requirements of pupils with SEND within the curriculum. 	
Professional Ethos and Commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievements. • Commitment to promote home-school partnerships. • High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child. • Willingness to be involved in extra-curricular activities. • Awareness and willingness to be involved in partnerships that support school. • Experience of innovation and creativity in the curriculum. 	
Personal Qualities	<ul style="list-style-type: none"> • Passionate about teaching and learning and enabling pupils to achieve their full potential. • Excellent interpersonal skills. • Ability to display patience, calmness and sensitivity. • Ability to promote and develop positive relationships within and beyond the school community. • Ability to prioritise and manage time effectively. • Able to be innovative and evolutionary implementing new ideas and strategies. • Ability to remain positive and solution-focused. • A sense of humour! 	

Safeguarding

Shenstone is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced DBS check and barring service check. We will also undertake an online search as part of our diligence.

Equal Opportunities

Shenstone is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full-time, part-time or on a flexible basis.



To apply for this vacancy, please download and fully complete the TKAT application form.
Once completed please return to hr@shenstone-tkat.org

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisting for interview will be contacted.