

#EMATters



Application Pack
SENDCO

“Every child deserves to be the best they can be”

Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATers community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre
Executive Director of Primary Education

Post Description:

Post title:	SENDCo
Responsible to:	Executive Director
Liaising with:	Senior Leadership Team (SLT), Curriculum Leaders, Heads of Subject, Year Leaders, Phase Leaders, Teachers, Parents/ Carers, Trust Central Team, Educational Support Staff
Pay range:	Upper pay scale plus SEND Allowance
Contract terms:	Permanent
Closing Date:	2 nd April 2025
Interview Date:	3 rd April 2025

Job Purpose

This SENDCo post has responsibility for:

- Contribute to the strategic development of special educational needs and / or disability (SEND) policy and provision in the school to raise standards of achievement of Pupils with a special educational need (SEN) or disability.
- Monitor and evaluate the effectiveness of the SEND provision through an evaluative provision map management cycle.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual Pupils with SEND or a disability.
- Ensure Pupils with a SEN or disability have full access to the curriculum.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

Support for Pupils with SEN or a disability

- Identify a pupil's SEND following the school's procedure.
- Co-ordinate provision that meets the pupils' needs and monitor its effectiveness.
- Identify and adopt the most effective approach for pupils with SEND.
- Secure, allocate and monitor funding and advise for SEND pupils including EHCPs and HNF to ensure effective curriculum access for pupils with SEND.
- Track pupils' progress and set targets for raising achievement for pupils with a SEND.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review pupils' education, health and care plan with parents or carers and the pupil in liaison with the local authority.
- Communicate regularly with parents or carers.
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupils' inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.

Additional duties

Development of SEND policy and provision

- Have an overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Ensure SEND policies are put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Monitor, evaluate and adjust teaching and learning approaches/activities to meet the needs of the Pupils with SEND.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.
- Ensure governors and wider stakeholders are kept informed about matters relating to SEND, including through the writing and publishing of statutory SEND reports.

Operation of SEND policy and provision

- Maintain an accurate SEND register and provision map which holds relevant and purposeful information on the Pupils identifies with a SEND.
- Ensure up to date accurate records are kept of all interventions/involvement for individual Pupils, including EHCPs, HNF, HCPs, ILPs, Pupil Passports and working records.
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEND support.
- Identify and support teaching and learning to develop the basic skills that will develop the Pupils ability to work independently.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Track and analyze assessment data for pupils with SEN or a disability.
- Effectively supervise and manage SEND Teaching Assistants (TAs).
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.

- Prepare and review information the school and governing board are required to publish, including the annual SEND report.
- Contribute to the school improvement plan and whole-school policy.
- Support and develop colleagues in relationship to SEND through advise, guidance and organisation and implementation of CPL.
- Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability.
- Undertake professional learning to increase own effectiveness.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • National Award for Special Education Needs Co-Ordinators • Interest in further professional development (e.g. NPQML)
Experience	<ul style="list-style-type: none"> • Teaching at all primary ages • Setting targets and monitoring, evaluating, and recording progress • Leading a team of teachers on a curriculum initiative 	<ul style="list-style-type: none"> • Teaching the whole primary age range dealing with a range of SEND • Training other teachers
Knowledge and skills	<ul style="list-style-type: none"> • Excellent understanding of the principles of inclusive teaching • Understanding of statutory duties in relation to SEND and equality • Understanding of the principles underlying cross-curricular teaching and learning • Skilled use of data to track progress and identify needs • Commitment to the personal welfare and safeguarding of children • Use of strategies for meeting SEND in a mixed ability class setting 	<ul style="list-style-type: none"> • Understanding of budget management • Understanding of SEND reforms, new legislation and implications
Personal qualities	<ul style="list-style-type: none"> • High professional standards • High expectations of learners and staff • Passion for teaching and learning • Willingness to be involved in wider school life 	

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 2nd April 2025

Interview Date : 3rd April 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

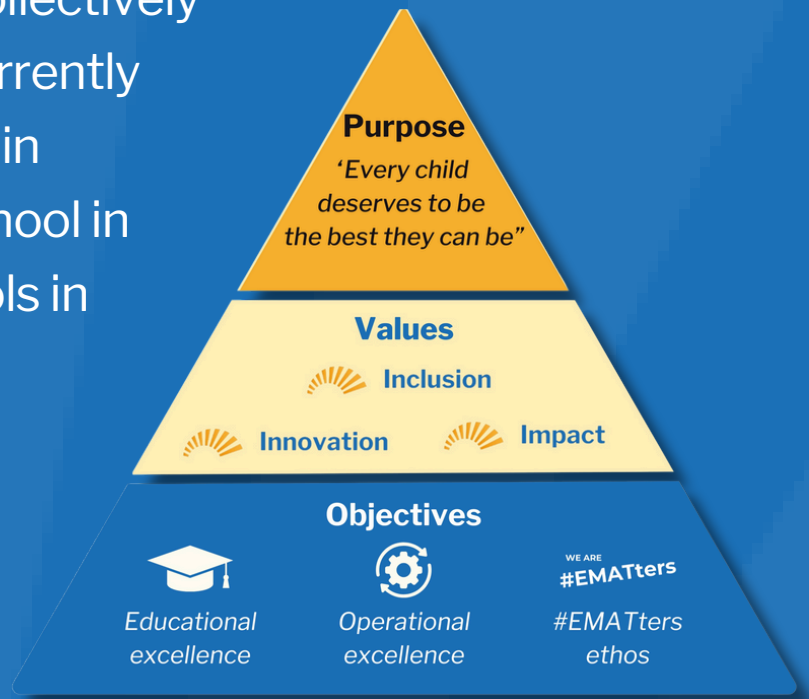
Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters



Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust

