



Liverpool College

**College SENCO**

**Application Pack**

## Contents

Thank you for your interest in the College SENCO post at Liverpool College.

### This pack contains:

- ❖ Information about Liverpool College.
- ❖ Details of the post and application process.
- ❖ The job description and person specification.
- ❖ Details of how to apply

We hope that you find the pack informative and useful. If you do have any further questions, then please contact the HR Administrator via the details below:

**Mrs Linda Harley**

[lharley@liverpoolcollege.org.uk](mailto:lharley@liverpoolcollege.org.uk)

**0151 724 4000 ext: 3170**



## A. Liverpool College

Liverpool College is a mixed ability 4-19 Academy. The College is situated on a leafy 28 acre campus located in the Mossley Hill area of Liverpool adjacent to Sefton Park.

The College is organized into two phases and five schools:

The **Primary Phase** consists of the Pre-Prep (Reception-Year 2) and Preparatory School (Year 3-Year 6) and each are housed in their own buildings.

The **Secondary Phase** consists of the Senior School (Middle School (Years 7-9) and Upper School (Years 10-11)) and the Sixth Form (Years 12-13) which share classroom facilities. The Sixth Form also has its own centre.

The leadership of the College consists of the Principal of the College who is supported by two Vice Principals who have whole College responsibility for teaching, learning and curriculum, and mission, resources, assessment and policy oversight respectively, and by the Director of Finance and Operations who is responsible for the financial management and support operations of the College.

The Principal, Mr Hans van Mourik Broekman, was appointed in 2007 and has been in post since 2008.

The College was founded in 1840 to serve the growing population of Liverpool. The College was a founding member of the Headmaster's Conference and was a fee paying school until 2013. It is a Church of England foundation that has always been open to pupils and families of all faiths and none. It does not apply any faith criteria in its pupil admissions or staff recruitment policy.

In June 2012, Liverpool College announced that the Secretary of State for Education had accepted their submission to transition the College to Academy status.

In September 2013, Liverpool College became an all-through academy for pupils aged 4 to 19 years old. The College also offers state boarding provision for pupils 15 years or older. In the last few years, it has become one of the most over-subscribed schools in the North of England.

### **Mission and Ethos:**

Liverpool College was founded on a commitment to educate the whole person. Although we made this pledge over 175 years ago, it has never been more relevant than today.

Our motto, "Non solum ingenii verum etiam virtutis"—to build 'not only the intellect, but also the character'—speaks directly to the resilience and flexibility required to thrive in our modern world. It reflects the balance of ability and resilience that society will demand of our young people and finds its contemporary expression in our focus on '**Learning with Character**'.

We pursue our mission of Learning with Character through the LCA+ curriculum.

LCA+ is a challenging, broad and engaging curriculum consisting of seven academic and subject strands and seven strands of personal and social education and development.

The strands prepare and equip pupils with the knowledge, curiosity and personal traits for success in the next phase of their education and life.

Every young person that joins our school has the potential to excel. By developing 'Learning with Character' we create the structure around which potential can grow and flourish, the foundation on which greatness can be built.

This strong sense of mission and unique identity make the College a distinctive educational offer to the people of Liverpool.

Our commitment to Learning with Character and our three core traits of Purpose, Passion and Challenge create a cohesive community across the entire campus and ensure we continue our founders' intention to make the formation of character a prime purpose of education.

### **Inclusion at Liverpool College:**

We are driven by a passion to improve the learning of all pupils. Inclusion is at the heart of what we do.

Inclusion at Liverpool College promotes equal opportunities for all pupils, whatever their age, gender, ethnicity, attainment and background. It pays particular attention to the provision made for, and the achievement of, different groups of pupils within a school and any pupils who are at risk of disaffection and exclusion.

The College was awarded the Silver level Inclusion Charter Mark in June 2018 and we are currently working towards the Gold award.

You can read more about Inclusion at Liverpool College on our school website here:

<http://liverpoolcollege.org.uk/parents-pupils/curriculum-and-programme/inclusion-learning-support>

## **B. The Post**

This is a unique opportunity to work in an all through environment which seeks to provide an inclusive education across all age groups from Early Years to Key Stage 5.

The SENCO is an integral part of the College's Inclusion Team. The Inclusion Team is led by the Assistant Principal for Inclusion and Safeguarding and is made up of the SENCO, the Assistant SENCO, three Inclusion Mentors (two Secondary Phase, one Primary Phase) and Learning Support Assistants.

The SENCO will be responsible to the Assistant Principal (Inclusion & Safeguarding) for the robust and effective implementation of best practice through quality first teaching and appropriate support and intervention for pupils with SEND needs across the College. He, or she, will achieve this by setting an excellent example and coaching and inspiring our leaders and teachers to become outstanding inclusive practitioners. He or she will ensure that pupils and parents are fully and effectively involved in the education of pupils with SEND needs.

- ❖ The SENCO will be an exceptional teacher and inspirational leader, manager and team player, able to communicate a clear vision for the improvement and development of inclusive teaching in the College, inspiring pupils, parents and staff, contributing substantively to the development of the College curriculum and teaching and learning.
- ❖ He, or she, will pursue ambitious targets for the educational performance of SEND pupils, building relationships at all levels of leadership and teaching, and with external agencies, in order to drive a relentless passion for improvements for the provision for pupils with SEND.

The post would suit an inspirational, visionary teacher, pupil advocate, and leader, or aspiring leader, of strong moral purpose and who is comfortable working in the exciting context of a family of schools and a larger College.

### **The Process:**

Candidates should return the equality monitoring form and College application form together with a letter of application (addressed to the Principal) that outlines how their experience and ability prepares them to fulfil the requirements of the job description to Mrs Linda Harley (HR Administrator) by 4pm on Tuesday 26 March 2019.

The selection process for shortlisted candidates will include interviews, written and teaching tasks, and will be held week commencing 1 April 2019.

## Visits:

Due to the unique opportunities and challenges of the role, candidates may wish to visit the school before the application deadline.

Informal visits will be taking place on:

- Wednesday 20 March at 4pm
- Thursday 21 March at 4pm

Please contact Mrs Harley (HR Administrator) at [lharley@liverpoolcollege.org.uk](mailto:lharley@liverpoolcollege.org.uk) or 0151 724 4000 ext: 3170 if you wish to attend on one of these dates.

## C. Job Description

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

**Responsible for:** the quality and effectiveness of the provision for pupils in the primary and secondary phases of the College identified as having Special Educational Needs (SEND), including promoting high quality teaching, effective use of resources, and high standards of learning, progress and achievement of pupils.

**Reporting to:** Assistant Principal: Inclusion & Safeguarding

**Liaising with:** The Principal, VP TLC, VP MRAP, AP Senior Guidance, AP Senior Progress & Intervention, Heads of School, Heads of Faculty and Subject Coordinators, Heads of House, Teachers, Director of Finance and Operations and other support staff, relevant external agencies.

**Working Time:** Full Time

**Salary:** Liverpool College main scale (L1 – L9 ranging from £23,721 - £39,408) plus Responsibility Allowance RA6 (current value £6,624 per annum). Starting point dependent upon experience and qualifications. Pay award due with effect from 01.09.19

**DBS:** Enhanced

### **Mission and Ethos:**

- To act as a positive role model, to promote teamwork and to motivate staff
- To support the leadership and management of the school through the implementation of College policies and procedures, improvement planning, marketing activities and public relations.
- To support the Principal in enunciating and explaining the mission of the school to all stakeholders
- To undertake research and surveys to evaluate the effectiveness of the College in delivering its mission.

### **Staff Development:**

- To provide expert and professional guidance, advice and practical support to College leaders and teaching staff in providing quality first teaching and differentiation and in the implementation of pupils' individual learning programmes across the College.

- To contribute to the development of teaching through participation in the talk for teaching programme, faculty and school development plans, learning walks, lesson observations and other monitoring activities with a SEND focus.
- To deliver appropriate training for staff in the field of SEND.

### **Leadership:**

- To build relationships at all levels of leadership and teaching in order to drive a relentless passion for improvements for the provision for pupils with SEND.
- To line manage LSAs assigned to pupils with SEND needs.
- To direct and evaluate the work of the Assistant SENCO & Inclusion Mentor and Inclusion mentors in relation to assigned SEND pupils and SEND matters.
- In liaison with the AP Inclusion, to coordinate the provision for SEND across the College, ensuring the day to day implementation of the SEND policy.
- To coordinate the specific provision made to support individual pupils with SEN, including those who have EHC plans.
- To maintain the SEND Register and ensure that records of all pupils with SEN are kept up to date.
- To lead in the writing, development and evaluation of the school's SEND policies ensuring compliance with statutory requirements and local and national best practice guidance.
- To provide guidance and expert advice to leadership to further improve the SEND provision to ensure the schools' inclusion objectives are met for all pupils.
- To attend faculty, subject and Head of Faculty meetings as appropriate to provide guidance and expert advice on SEND matters.

### **Learning & Teaching:**

- To teach classes and intervention groups where necessary as allocated.
- To coordinate the development and management of appropriate curriculum resources to ensure that pupils identified as having SEND have the required level of support.
- To work collaboratively with the AP Learning Systems to ensure that the learning systems across the College promote equality of opportunity for SEND pupils.

### **Pupil Outcomes:**

- To monitor and track the progress of pupils with SEND.
- To coordinate with the Heads of School and AP Progress & Intervention in the senior phase to ensure that effective intervention policies and practices improve progress for SEND pupils.

- To design, review and evaluate Pupil Profiles for individual pupils.
- To coordinate the programme of SEND assessment for all Year groups to identify pupils' needs.
- To work collaboratively with the Heads of School and AP Progress & Intervention in the senior phase to ensure effective induction and transition for pupils with SEND throughout the College.
- To contribute to the process of the development and evaluation of curricula and programme of studies to promote an inclusive curriculum that has continued relevance to the needs of SEND pupils.
- To work collaboratively with the Examinations Manager to organise and facilitate the access arrangements of SEND pupils.

### **Communication:**

- To liaise and work collaboratively with parents and guardians of SEND pupils.
- To liaise with relevant external agencies and commissioned services to ensure the requirement for the provision of SEND at Liverpool College is met, including requesting statutory assessments where appropriate.
- To liaise and work effectively with a range of external professionals and agencies and attend multi-disciplinary planning and review meetings for designated pupils, including Annual Reviews.

### **Operations and Resources:**

- To make applications for High Needs Funding and Top Up funding where appropriate.
- To coordinate with HoS and AP Progress & Intervention to ensure the allocation of support time of learning support assistants to meet the provisions for pupils as set out in their EHC Plans.
- To advise on the effective use of resources to meet SEND pupils' needs.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 state maintained independent school, and to encourage colleagues and pupils to follow this example.***

### **General Duties:**

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.

- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***

**March 2019**

## Person Specification

E-Essential D - Desirable

A. Qualifications and Training		Assessed in:
1.	Qualified Teacher Status.* (E)	Application
2.	National Award in SEN Coordination. (E) <i>(if not held on appointment, it is a requirement to have achieved the award within 3 years of appointment)</i>	Application
3.	Evidence of recent and relevant continuous professional development. (E)	Application, interview process
* Shortlisted candidates will be expected to bring original certificates to interview for checking.		

B. Experience		Assessed in:
1.	Successful experience as a tutor or mentor. (E)	Application, interview process
2.	Demonstrable evidence of using a variety of teaching and learning styles. (E)	Application, interview process
3.	A proven track record of successful classroom teaching including the writing of lesson plans and schemes of work. (D) Successful experience as a Middle Leader in the maintained or independent sector. (D)	Application, interview process
4.	Experience of the design, management and evaluation of intervention strategies that were effective in raising attainment in individuals or groups of pupils. (E)	Application, interview process
5.	Demonstrable evidence of effective working in partnership with: colleagues, parents and guardians, other professionals and the local community. (E)	Application, interview process

C. Educational philosophy		Assessed in:
Be able to demonstrate:		
1.	That their educational philosophy aligns with the ethos of Liverpool College as evidenced in the Information Pack provided for candidates. (E)	Application, interview process
2.	Able to contribute to development and implementation of the Lerpoolian Learner framework. (E)	Interview
3.	Commitment to the education of, and advocacy for, SEND pupils. Understanding of the unique curricular	Application, interview process

	and extracurricular opportunities for the College to impact on the life chances of children and the ability to identify ways in which this can be maximised. (E)	
--	--	--

<b>D. Professional knowledge and skills</b>		<b>Assessed in:</b>
1.	The ability to demonstrate knowledge and understanding of the SEND Code of Practice and legislation. (E)	Application, interview process
2.	The ability to disseminate good SEND practice to colleagues and monitor impact (E)	Application, interview process
3.	The ability to demonstrate knowledge and understanding of education, health and care (EHC) plans (E)	Interview process
4.	Understanding of reasons for difficult behaviours and a range of strategies to deal with these. (E)	Interview process
5.	Knowledge of specific assessment tools and the ability to analyse data taken from these. (E)	Application, interview process
6.	An understanding of how data relating to pupil attainment and progress can be used to evaluate and enhance learning and teaching. (E)	Application, interview process
7.	Knowledge of Ofsted inspection frameworks and the strategies for school self evaluation and how these can be used to enhance practice. (D)	Interview process
8.	Knowledge and comprehensive understanding of the requirements for effective safeguarding of children and a commitment to safeguarding and promoting the welfare of children. (E)	Application, interview process

<b>E. Personal skills</b>		<b>Assessed in:</b>
<b>Be able to:</b>		
1.	Lead a team: <ul style="list-style-type: none"> <li>• that respects all those involved</li> <li>• that demands high standards of pupils and themselves</li> <li>• where individuals take personal responsibility and identify actions that might lead to enhancement</li> <li>• that uses ICT effectively when this is appropriate</li> <li>• where individuals seek support when necessary and without fear. (E)</li> </ul>	Interview process

2.	Demonstrate that they: <ul style="list-style-type: none"> <li>organise staff and resources effectively</li> <li>understand and can utilise resources associated with SEN notional budget</li> <li>seek advice and support where necessary</li> <li>work under pressure and to deadlines. (E)</li> </ul>	Interview process
3.	Communicate effectively at all levels in written and oral contexts and with a diversity of audiences. (E)	Application, interview process
4.	Demonstrate the ability to develop and challenge staff to have high aspirations for pupil achievement and of their own performance. Able to demonstrate understanding of the requirements for performance management. (E)	Interview process

<b>F. Attributes and competences</b>	
<p><b>Be able to demonstrate:</b></p> <ol style="list-style-type: none"> <li>courage and conviction</li> <li>enduring resilience</li> <li>community engagement</li> <li>open and connected leadership</li> <li>consistency and accountability</li> <li>leading and learning innovation</li> <li>purposeful and responsive influencing</li> <li>filtering, judging and acting.</li> </ol>	<p>These attributes and competences will be assessed holistically in the context of the other aspects of the person specification.</p>

**This post is subject to an Enhanced Disclosure & Barring Service (DBS) check. (Formally a CRB check)**

## **D. How to apply**

**Please send your completed application to:**

Mrs Linda Harley  
HR Administrator  
Liverpool College  
Queens Drive  
Liverpool  
L18 8BG

**or email it to:**

[vacancies@liverpoolcollege.org.uk](mailto:vacancies@liverpoolcollege.org.uk)

**Closing Date:**

4pm, Tuesday 26 March 2019

**Interviews:**

Week commencing 1 April 2019

**References will be sought when we shortlist.**