



**Trinity**

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# JOB APPLICATION PACK

## 2022-2023

### SEN Manager

Mr David Lucas - Executive Headteacher

#### PRIMARY PHASE

Leahurst Road, London SE13 5HZ Tel: 0208 325 4551

#### SECONDARY PHASE

Taunton Road, Lee, London SE12 8PD Tel: 0208 852 3191

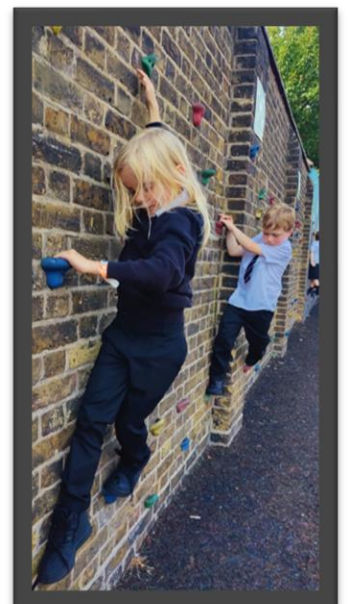
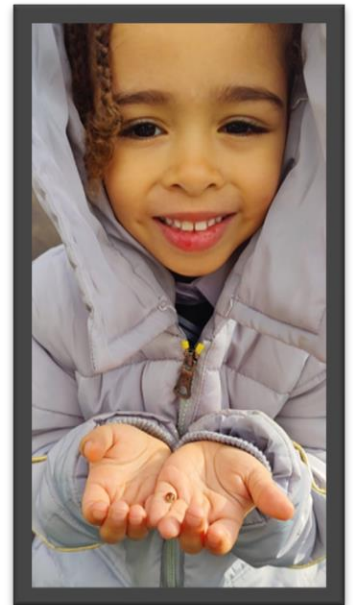
admin@trinity.lewisham.sch.uk  
[www.trinitylewisham.org](http://www.trinitylewisham.org)





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## Vision

The Trinity community will live “life in all its fullness” by:

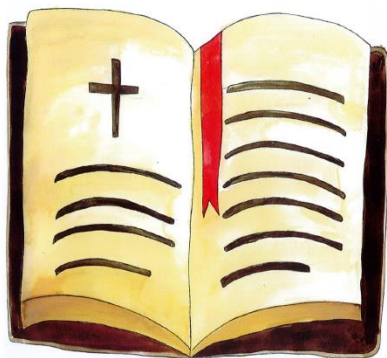
- Establishing a unique and *personalised* learning journey through Trinity and beyond
- Continuing to nurture our warm and caring family environment to support all to *flourish*
- Inspiring all to achieve and celebrate ongoing and future *successes*.

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<b>Ethos – Trinity’s set of guiding beliefs about the social behaviour and relationships of all our community</b>	We have high expectations of ourselves and one another in every area of school life – we aspire to excel and we never give up. The Christian Story is central and informs our learning. We are committed to restorative justice and discipline that is exercised with love; where all have the opportunity to learn through mistakes.	We belong to a loving family which includes, pupils, staff, parents and governors – of all faiths and none; which extends to our local churches and our community. We recognise and celebrate our equal worth, and seek to be inclusive of all.	We are living good lives, as Jesus commanded us to love our neighbour, we seek to serve those in need within our community. We are committed to pursuing social justice preventing discrimination and improving outcomes for all. We are all encouraged to exercise leadership, and to take responsibility for ourselves and one another.
<b>Distinctive characteristics we are instilling across our community</b>	<p><b>Open minded.</b> We develop natural curiosity. We acquire the skills necessary to conduct enquiry and research and show independence in learning. We actively enjoy learning and this love of learning will be sustained throughout our lives.</p> <p><b>Knowledgeable.</b> We explore concepts, ideas and issues that have local and global significance. In so doing, we acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.</p> <p><b>Insightful.</b> We exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.</p>	<p><b>Caring.</b> We show empathy, compassion and respect towards the needs and feelings of others. We have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.</p> <p><b>Principled.</b> We act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. We take responsibility for our own actions and the consequences that accompany them.</p> <p><b>Resilient.</b> We understand the importance of physical, spiritual and emotional balance to achieve personal well-being for ourselves and others.</p>	<p><b>Reflective.</b> We give thoughtful consideration to our own learning and experience. We are able to assess and understand our strengths and limitations in order to support our learning and personal development.</p> <p><b>Courageous.</b> We inspire the whole school community to engage in social action and to be courageous advocates for change in their local, national and global communities.</p> <p><b>Independent.</b> We approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. We are brave and articulate in defending our beliefs.</p>



## Trinity Characteristics

### Knowledge



To have knowledge, you first have reverence for the lord. Foolish people have no respect for wisdom and refuse to learn.

Proverbs 1:7



### Caring



Look out for one another's interest, not just for your own.

Philippians 2:4



### Courage



Be strong and courageous for the lord is with you wherever you go.

Joshua 1:9



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### Independent



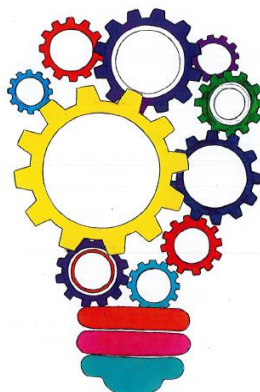
'...Where the spirit of the lord is present, there is freedom'

2 Corinthians 3:17



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### Insightful



I have good sense and advice. I have insight and power

Proverbs 8:14



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### Open Minded



The Story of Zacchaeus - 'Listen, sir! I will give half my belongings to the poor'

Luke 19:1-14



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### Principled



Your word is a lamp to guide me and a light for my path.

Psalms 119:105



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### Reflective



'I will think about all that you have done: I will meditate on all your mighty acts.'

Psalms 77:12



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### Resilience



Keep your mind on Jesus... Then you won't get discouraged and give up.

Hebrews 12:3



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# JOB ADVERTISEMENT



## Trinity Church of England School Lewisham

Executive Headteacher: David Lucas BSc (Hons) MA NPQH

Secondary Phase: Taunton Road, Lee, London, SE12 8PD

Primary Phase: Leahurst Road, London SE13 5HZ

Trinity is a successful 4-16 co-educational Church of England school with a passion for learning.

### SEN Manager

(SO2 £35,298 - £36,579)

Required Asap!

Trinity has a vacancy for a dynamic and super organised SEN Manager to join our flourishing family. Trinity is a fantastic place to work with motivated and well-behaved pupils, a committed and experienced governing body, dedicated staff and supportive parents. **Children of all abilities thrive.**

We are Outstanding from our SIAMs inspection and Ofsted rated Good with Outstanding features.

If you think you can contribute to the future success of Trinity and wish to join our thriving community, please review our application pack and apply for the position. For any questions or if you wish to visit the school, please contact our Office Manager Mrs Uloma Ezirim on 0208 8523191, email [u.ezirim@trinity.lewisham.sch.uk](mailto:u.ezirim@trinity.lewisham.sch.uk) or visit our website for more information: [www.trinitylewisham.org](http://www.trinitylewisham.org).

Closing date: 12 noon on Monday 13<sup>th</sup> June 2022

Interview: Immediately afterwards

*Trinity is committed to safeguarding and promoting the welfare of children and young people*

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## **Job Description**

**Title:** SEN and Inclusion Lead (Secondary)

**Grade:** SO2 (pro-rata for 40 weeks) £35,298

**Reports to:** Executive Headteacher and SLT of the Secondary Phase

**As a church school it is our vocation, moral obligation and delight to provide an excellent education for every pupil.**

As Leaders we will:

- Embody the Trinity Vision: Live Life in all its Fullness
- Demonstrate the Trinity Distinctive Characteristics
- Ensure that the three pillars: Learning, Loving and Living underpin all our work
- Be reflective, mindful people demonstrating the character we wish to foster in pupils
- Lead learning by being outstanding models of learning and teaching by following and embedding the Trinity Standards
- Foster the school's inclusive ethos by nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for making the school outstanding in every area
- Discover and develop the skills and talents of all members of the community
- Play an active part in the life of the school and the wider community leading and supporting staff and pupils and representing the school at public events
- Undertake any other duties that may reasonably be required by the Executive Headteacher.

## **General Purpose of Job:**

The SEN Manager will play a major role under the direction of the Executive Headteacher and Senior Leadership Team in leading and inspiring excellence throughout Trinity. You will be working specifically within the Secondary Phase but will also work and share good practice with the Primary Phase so that we have consistency across the school and to aid with transition.

You will lead the SEN and Inclusion team at Trinity Secondary, be responsible for the SEN register, all EHCP applications, consultations and provision for those with EHCPs, and work alongside the Year Progress Leaders to ensure all pupils are making adequate progress at Trinity over time. Timely intervention is paramount to ensure our high expectations are met. You will also be responsible for training staff on the needs of our SEN pupils and for helping the school fully promote quality first teaching along with the Senior Leadership Team.

You will have direct oversight of the code of practice, update the school SEN Policy and Provision Map and directly deal with parents and the LA SEN team to ensure Trinity is a Centre of excellence.

## **Duties and Responsibilities**

- To work closely with the head teacher, senior management team and colleagues in the strategic development of the school's SEN policy.
- Oversee the day-to-day operation of the SEN policy with the aim of raising achievement of pupils with special educational needs and disabilities.
- To line manage all staff within the SEN and Inclusion team. This includes the performance management and continual CPD of the team. To manage return to work procedures, leave of absence etc. for those line managed .
- To ensure the EHCP process runs smoothly at Trinity Secondary, in particular ensuring all actions on plans are met, annual reviews are carried out, emergency reviews are carried out when necessary, applications for EHCPs are made in a timely fashion when required.
- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs
- To ensure pupils are assessed for exam concessions and that systems are in place to support these pupils through their formal exam period.
- To set up and oversee the impact of all intervention strategies for pupils on the SEN register. To regularly evaluate the performance of the groups and make changes where required to ensure we have value for money.
- To oversee the literacy and numeracy projects, including Thinking Reading, of the school to ensure they are having the desired impact. To evaluate and make changes to ensure they are adding value to pupils' progress.
- To produce the:
  - SEN report to Governors termly
  - SEN Information Report annually
  - SEN Policy and Provision Map annually

- To quality assure the half termly intervention progress reports and feedback to the YPL Team
- Maintain records and files for all children with SEN and update SEN register as required
- Co-ordinate all transitions (from Primary / to Tertiary / children leaving to, or transferring from, other schools)
- To set up and maintain the department handbook
- Liaise with Class teachers, Parents, Support assistants and outside agencies such as (but not exclusive):
  - Specialist teachers
  - Speech and language specialists
  - Physio and Occupational Therapist
  - Play and Drama Therapists
  - Statutory Assessment Service
  - Educational Psychologist
  - Drumbeat (ASD service)
  - Hearing and sight impairment teams
  - SEN case workers and advisors
  - Social Care
  - Counsellors
  - Health Practitioners
  - Other local SENCOs
- Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
- Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- To observe class-based practice of SDAs, ensuring pupil outcomes are being met. To observe intervention sessions, ensuring quality delivery.
- Work with the attendance team on the attendance of SEN pupils.

### ***Additional Responsibility***

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.



## Person specification:

	Essential	Desirable
<b>Education and qualifications</b>		
Qualified to degree level / Diploma or recognised SEND qualification	X	
GCSE English and Mathematics at Level 2 or higher (or equivalent qualifications).	X	
SENCO / related qualification or working towards one		X
Right to work in the UK	X	
Further professional study	X	
<b>Experience</b>		
Significant experience of working in a SEND / inclusion setting	X	
Understanding of the SEND Code of Practice and its implementation	X	
Experience of working with young people (11-16)	X	
A vision for how pupil attainment can be improved and maintained for SEND pupils	X	
Successful experience of monitoring and target setting to improve outcomes for SEND pupils	X	
Understanding of different models of support for students with SEND	X	
Knowledge of the EHCP process and making applications		X
An understanding of child development, child protection procedures and Health and Safety issues.	X	
<b>Skills</b>		
Ability to communicate and interact with children and young people	X	
Ability to deal with students' physical, emotional and behavioural needs as well as provide individual support as appropriate.		
Ability to deliver group intervention	X	
Ability to forensically analyse data to identify needs that need addressing	X	
Able to make judgements about the quality of your own teaching and learning and that of others to enable staff to improve through reflection	X	
Well-developed interpersonal and communication skills (including written, oral and presentation)	X	
Excellent time management	X	
Keen to get involved in wider school life	X	
Desire to go above and beyond in improving the outcomes for young people in the local community	X	
Effective personal ICT skills relevant to day to day practice	X	
Able to be a strong visible presence within the school	X	

Trinity is fully committed to the safeguarding of children. This post is subject to an enhanced Disclosure and Barring Service (DBS) check prior to appointment. The school also carries out other necessary checks including identify, right to work in the UK, proof of qualifications and two references (including most recent employer).