



**Halliford
School**
SHEPPERTON



Applicant Information
Assistant Special Educational Needs
Co-ordinator
from September 2022

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Assistant Special Educational Needs Co-ordinator. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team, is to support and empower our dedicated members of staff, as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning, where possibilities for our students are endless.

This is an exciting and dynamic role in a school where we truly value the potential of each and every one of our students. Whilst an academically selective school, we welcome students with a range of Specific Learning Difficulties and Disabilities and seek to provide them with the support they need to make excellent progress. We also currently have three students at the school with an EHCP.

We adopt a quality first approach to teaching, with all students taught in class with well qualified and trained members of staff. We also work very closely with our parents to help them to support their children's needs effectively. As a school we are a close community where respect for one another as an individual is key.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies, suitable for our boys. We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in Years 7 – Upper Sixth, and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The School has seen expansion since the year September 2000 and has an impressive array of facilities, including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. A few years ago, the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Café, along with recently refurbished kitchens and dining room. The newly built Woodward Building contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It was opened by our Chair of Governors, Mr Ken Woodward in November 2021. The Learning Support Department is at the heart of the Learning Resource Centre and offers state of the art facilities to all students.

Since September 2021 we have been marking our Centenary with an exciting programme of events.

Applications for places to join the School have been incredibly strong over the last three years and this September will see the School open with record numbers on roll, particularly in the Sixth Form and with an increased number of girls.

More details about the school can be found on our website at: www.hallifordschool.co.uk

We are proud of many excellent results achieved by our students and see some magnificent university destinations for our Upper Sixth students, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm, and we work in an environment founded on the principle of mutual respect. We are a busy school, and our staff offer a great number of opportunities to the students, and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies, Headmaster



The Position

We are looking for a well-qualified, talented, and energetic individual to be our Assistant Special Educational Needs Co-ordinator. You will work closely with the SENCo and Senior Leadership Team in taking responsibility for the development of the school's special educational needs policy and approach, alongside aspects of the day-to-day operation of our Learning Support Department. We seek to provide our students with the best possible opportunity to succeed academically and pastorally whatever their needs or abilities.

Halliford is a thriving School with a particularly friendly and supportive staff and student community. The successful candidate will be encouraged to also consider participating in the School's extensive pastoral and co-curricular programme. This post would be suitable for an NQT / ECT or those without a teaching qualification. We would also consider those looking to further expand their skills in supporting SEND students.

The Pastoral Structure

The School has four Houses to which each student belongs. Each student has a House Tutor who they meet with twice a day for registration. There are then four Heads of House who are responsible for a team of tutors in Year 8 – 11, who manage the day-to-day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group, to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form. We also have the additional benefit of a School Matron and a School Counsellor.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be. We aim for excellence by being academically ambitious, but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post. Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification.

If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, Bursar who will be delighted to assist you.

Telephone: 01932 234934

Email: bursar@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to Mrs Sanders, the Bursar, to arrive no later than 12 noon on Monday 23rd May. However, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Email: bursar@hallifordschool.co.uk

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

The Learning Support Department

The Learning Support Department currently consists of a full-time SENCo along with two Learning Support Assistants and a specialist external dyslexia intervention teacher. We also have a member of the academic staff, qualified as a specialist assessor, who supports the SENCo in assessing students for their access arrangements. We are now looking to expand this provision with the appointment of an Assistant Special Educational Needs Co-Ordinator.

Like all schools, we currently support students within the Halliford School community with a range of additional needs, including Dyslexia, Dyspraxia, Attention Deficit Hyperactivity Disorder (ADHD/ADD), and Autistic Spectrum Disorder (ASD). We currently have 3 students with an EHCP.

The majority of students at Halliford School succeed without requiring any additional support thanks to well trained staff, who use a quality first approach to teaching. The Learning Support Department are on hand to support colleagues with their teaching and they produce individual learning profiles for all students identified as having additional needs.

All students are screened for literacy difficulties in Years 7, 9 and 12. In addition, those already identified as requiring additional support are assessed in-house for their continued entitlement to access arrangements in their examinations.

All students are issued with a Microsoft Go device, as such, many of our students utilise the technology to help them overcome their disability, for example, typing or dictating their work or utilising the “read aloud” functionality.

For those students who require additional support, the Learning Support Department provides help in a variety of ways:

- Individual dyslexia lessons
- 1:1 support / small group support in English / Mathematics
- Study skills, examination techniques and organisational development
- Small group support with skills such as touch typing and revision skills.

Facilities

The department recently moved to purpose-built accommodation within the new Learning Resource Centre.

There is a small classroom with interactive board, two soundproof reading pods for 1:1 intervention sessions and a spacious office. The department also makes extensive use of the further facilities available within the Learning Resource Centre.



Halliford School

Job Description – Assistant Special Educational Needs Co-Ordinator

Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Assistant Learning Support Co-Ordinator is directly responsible to the SENCo and will also liaise carefully with the Deputy Head Academic on curriculum matters and the Senior Deputy Head on Pastoral and student welfare matters.

Job Content

Strategic Purpose

The key purpose of the role is to work closely with the SENCo, Headmaster, SMT and all colleagues in the successful delivery of the School's SEN policy and to help oversee the day-to-day operation of the policy with the aim of raising the achievement of those students on the SEND register.

Key Responsibilities

The exact nature of this position will depend very much upon the skill set of the successful applicant, but it is likely to include some of the following areas in supporting and complementing the work of the SENCo and her team.

- Provide professional guidance to staff to secure excellent teaching for SEND students.
- Deliver short-, medium-, and long-term plans for the development of the SEN provision within the school.
- Advise on and contribute to the professional development of staff, including whole-school INSET provision and coach all members of staff across the school to recognise and fulfil their statutory responsibilities to students with SEND.
- Ensure that students with SEND are enabled to share their views.
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.
- Organising assessments with relevant outside specialists; organising and conducting internal assessments.
- Ensuring that parents of present students on the Learning Support register are aware of any changes regarding their child and meeting them when necessary.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for students with SEND.
- Work with the SENCo and Deputy Head Academic and staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs.
 - Monitoring of teaching quality and pupil achievement.
 - Target setting, including IEPs for those students with an EHCP.
 - Developing a recording system for progress.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies.
- Work with all staff to ensure all students learning is of equal importance and that there are realistic expectations of students.
- Consider the range of teaching strategies / equipment and facilities including IT provision that could be utilised for students with SEND.
- Support the SENCO in the delivery of any 1:1 or small group intervention as may be necessary and evaluate its effectiveness.
- Liaise with the examinations officer to ensure all access arrangements for GCSE and A Level examinations are applied for and oversee administration of any access arrangements during the examination period.
- Work in accordance with the school's aims, departmental and school policies which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.
- Provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings.
- Following up requests for help or concerns from staff members, parents or individual students which may lead to assessment and support measures.
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.
- Occasional support of SEN student(s) in the classroom.

Prospective Students

- Meet with prospective students and parents with any SEND requirements to discuss any queries they may have about the school's provision and to explain the services on offer at Halliford School.
- Meet with existing schools and parents of new students before they join the school to discuss the necessary transition arrangements to ensure a successful start at Halliford School.
- Help to put in place the necessary access arrangements for students in the entrance exam when applying for a place at Halliford School.

Other Responsibilities

- To be sensitive to the confidential information that is passed in the course of the day, and pass on any concerns in accordance with the Safeguarding (Child Protection) Policy and guidelines in place in the school.
- To follow Health and Safety guidelines and other school policies.
- To undertake training and attend INSET days.
- To attend weekly line management meetings with the SENCo.
- To assist with any other duties of a similar level of responsibility as required by the line manager.

Co-Curricular

- To take a full and active role in the co-curricular programme on offer at the School.
- To organise and participate in educational visits as appropriate.
- To participate in the School Open Days and Entrance Examination days.
- To participate once a week as a member of the staff duty team.

Professional Duties

- Support and foster the aims of Halliford School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or SMT, punctually and efficiently.
- Notify their Line Manager and the Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.

Performance Management and Professional Development

The Assistant Special Educational Needs Co-Ordinator will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the SENCo) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Assistant Special Educational Needs Co-Ordinator Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Have a good Honours Degree		✓	Application Form
Hold a recognised teaching qualification relative to the requirements of being a SENCo e.g. Dip SpLD		✓	Application Form
Evidence of experience working with students with SEND	✓		Supporting Letter / Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have an understanding of Individual Education Plans and of Special Educational Needs and Disabilities	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public Examinations, including access arrangements		✓	Supporting Letter
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 – 18	✓		Interview
Be able to communicate effectively with colleagues and parents	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective Learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Mark effectively	✓		Interview
Have a sound understanding of Safeguarding within the teaching profession	✓		Interview
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-curricular life of the School		✓	Interview
A good sense of humour	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville, before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff Pension

For teachers through Teacher Pensions or for Support Staff Royal London.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission of fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time, in either the main Dining Room or in the Sixth Form Café, where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities, subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students, including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24-hour counselling helpline service
- Enhanced sickness
- Staff socials
- Staff wellbeing support
- Opportunities to join worldwide educational trips
- Provision of a Microsoft Surface Go

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, Bursar, who will be delighted to assist you:

Telephone: 01932 234934

E-mail: bursar@hallifordschool.co.uk

Halliford School
Russell Road
Shepperton
Middlesex
TW17 9HX

www.hallifordschool.co.uk

