



Dear Applicant

Thank you for showing an interest in the Assistant SENCo post at Portchester Community School.

This position is an excellent opportunity for an experienced, enthusiastic and committed individual to join our Learning Support Department.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact Mrs K Howell, SENCo, by calling 023 9236 4399, or email: [k.howell@portchester.hants.sch.uk](mailto:k.howell@portchester.hants.sch.uk)

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Assistant SENCo**  
**Permanent, Full-time (37 hours per week)**  
**Term-time only plus one week (40 weeks)**  
**Grade D. Full Time Equivalent Salary: £23,703 to £26,401 p.a.**  
**Actual Salary: £20,794 to £23,161 p.a.**  
**We welcome applications from both teaching and non-teaching staff**  
**Closing Date: Noon on Thursday 05 October 2023**

We are seeking to appoint a highly motivated and committed individual to help manage our large Learning Support Department, under the direction of our SENCo. This position is an excellent opportunity for an experienced, enthusiastic individual who is committed to ensuring that students are supported to enjoy learning and to achieve in line with National expectations.

The role will include supporting the SENCo with:

- Day to day management and leadership of a large team of Learning Support Assistants
- Monitoring and reviewing of SEN provision
- Reviewing of Education, Health and Care plans in line with statutory requirements
- Specific responsibility for monitoring and support for students identified as requiring SEN support
- Supporting LSAs with performance management targets
- Assisting the leadership and management of the Resourced Provision for students with Physical Disabilities
- Administrative tasks supporting the operational needs of the department such as paperwork for statutory meetings and the timetabling of Learning Support staff

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

GCSE Grade C (or equivalent) in English and mathematics is essential.

We are a growing 11 – 16 comprehensive school. Graded 'good' across all standards by Ofsted. We pride ourselves on being highly inclusive and student focused. Within the school we also have a resourced provision for physically disabled students who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. As a community school we also have a nursery and a pre-school.

The school also continues to pride itself on its caring ethos and has been awarded the National Gold Standard for its Social, Moral, Spiritual and Cultural work. Our community engagement work has been a powerful vehicle at the school for promoting positive relationships and cultural awareness. Many students have had exceptional opportunities to travel and engage in new and

exciting experiences both in the UK and abroad.

If you would like to have an informal discussion about the role prior to application or interview, please contact Mrs. K Howell, SENCo [k.howell@portchester.hants.sch.uk](mailto:k.howell@portchester.hants.sch.uk)

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the 'About Us' menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Please email your completed Application Form to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk). Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

**Closing Date: Noon on Thursday 05 October 2023**

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants are therefore required to declare any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are protected and are not subject to disclosure. Please refer to the Disclosure and Barring service website for further information on the filtering of these cautions and convictions.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD.



**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

Details about the post: Assistant SENco	
<b>Salary:</b>	Grade D, Actual Salary £20,794 to £23,161 p.a. Full Time Equivalent Salary: £23,703 to £26,401 p.a.
<b>Contract Type:</b>	Permanent, 37 hours per week Term-time only plus one week (40 weeks) Working hours: Monday to Friday
Safeguarding of pupils:	
<b>School statement:</b>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
<b>Start date:</b>	Potential for an immediate start.
Terms and conditions:	
<b>School statement:</b>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
<b>School statement:</b>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> by noon on Thursday 05 October 2023. If you intend to email the equality monitoring form, please send in a separate email to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a></p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

*If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.*

*School policies including the Recruitment Policy and Equality Policy are available on request.*



## **Assistant SENCo Job Description**

### **Purpose:**

To work under the professional direction of the SENCo and assist with the day to day management and leadership of the Learning Support Department.  
To share best practice in order to develop and enhance the performance of others.

### **Main Responsibilities:**

To work with the SENCo to:

- Monitor and review SEN provision
- Identify and assess students with SEND and support the development and monitoring of Education Health Care Plans (EHCPs), ensuring opportunities are given for targets to be met
- Review Education, Health and Care plans in line with statutory requirements
- Conduct Annual Reviews for students with EHCPs
- Support LSAs with performance management targets
- Complete moving and handling trainer course
- Train/update training for moving and handling for all staff.
- Complete and maintain risk assessments for moving and handling.
- Assist with the induction of new Learning Support Assistants
- Develop an understanding of the specific needs of the students and ensure that students are able to access effective learning within the classroom
- Support teachers within the classroom and work with small groups of students or on a one-to-one basis
- Deliver specialist programmes of work/support across the school according to the needs of the students
- Use specialist skills to support pupils and foster independence
- Develop banks of learning resources for SEND students
- Work with and provide the link between external agencies
- Support and work with the teacher on testing and assessment activities and the administration of tests and controlled assessments
- Monitor and record the progress of students, including assessments
- Provide feedback to the teacher on pupil performance, learning obstacles etc. and to students without reference to the teacher
- Ensure all records are accurate and up to date
- Liaise with parents regarding student progress and attend Parents' Evenings as appropriate
- Utilising training and expertise support and train other school staff as appropriate
- Responsibility for promoting and safeguarding the welfare of children and young people

**General Duties:**

- Develop and promote good relationships, acting as a role model and setting high expectations
- Help the inclusion of all students and promoting the social and emotional development of students including raising self-esteem
- Support staff who are responsible for children with special needs and work collaboratively with all staff to extend the learning opportunities for all students
- Contribute to the overall ethos and aims of the school
- Implement and support the rewards and sanctions system
- Follow school procedures and systems as appropriate, especially the school's safeguarding and child protection policies
- To ensure all tasks are carried out with due regard to Health and Safety
- To maintain an awareness of the school, national and statutory policies and requirements
- To continue personal development as agreed
- To engage actively in the school's performance management review process
- To assist with the leadership and management of the Resourced Provision for students with Physical Disabilities.

**Administrative/Support Activities**

- Carry out administrative/clerical tasks for the class teacher
- Take responsibility for the day to day operation of the school's SEN policy, for co-ordinating provision and for managing specialist resources
- Organise annual reviews for students with SEN
- Administer SEN assessment procedures within the school and arrange for testing to be carried out
- Work with the Headteacher, SENCo and SEN Governor to review and develop the school's SEN policy
- Administrative tasks supporting the operational needs of the department such as paperwork for statutory meetings and the timetabling of Learning Support staff

**Other expectations**

- 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
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition





### Assistant SENCo – Person Specification

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE A*-C (or equivalent) including English and Maths	√	
Teaching Assistant qualification Level 2 or above		√
Specialist Training/qualification		√
<b>EXPERIENCE</b>		
Working in a secondary school		√
Experience of providing outstanding support to a special educational needs department	√	
Relevant experience in teaching/learning/child support working environment	√	
Experience of working as an Assistant SENCo, HLTA or Pastoral Manager		√
<b>SKILLS, KNOWLEDGE AND APTITUDE</b>		
Excellent interpersonal skills both in working relationships with students and in forming effective professional relationships with a wide range of contacts – internal and external	√	
Effective oral and written communication skills	√	
Good organisational and time management skills	√	
Effective ICT skills to support learning	√	
Able to form and maintain appropriate professional relationships and boundaries with children and young people	√	
Ability and willingness to work constructively as part of a team	√	
Empathy with students and sympathetic to their needs	√	
Able to identify potential barriers to learning and implement and monitor appropriate strategies to overcome them	√	
Ability to monitor, evaluate and record student progress	√	
Ability to work with individuals and groups of pupils without direct supervision	√	
Ability to work on own initiative	√	
<b>KNOWLEDGE</b>		
Knowledge of current statutory requirements for special education	√	
<b>EQUALITY AND DIVERSITY</b>		
Understands and promotes the principles of equality and diversity	√	
<b>SAFEGUARDING</b>		
Understands and promotes the principles of safeguarding children and young people	√	



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email ([recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

### **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

### **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; undertake recruitment and selection activities in a fair and transparent way and to ensure safer recruitment guidelines are followed to deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

### **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

<p><b>Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.</b></p>
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Dear Applicant

### **Equality Monitoring**

Thank you for your interest in the Assistant SENCo vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle  
Headteacher



## **Policy Statement**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>