



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

APPOINTMENT OF A FULL TIME SENDCO

Start Date

September 2022

Closing date:

Friday 29th April (early applications will be welcomed)

Salary: This is a full time position, salary is commensurate with experience and qualifications



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INDEPENDENT PREPARATORY SCHOOL

INTRODUCTION

Welcome to Forres Sandle Manor. Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family. The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds will potentially be spent to construct a new project which will focus on STEM and include art and design facilities. We prepare our boys and girls for 13+ Common Entrance and scholarships to senior independent schools including Canford, Dauntsey's, Bryanston, Sherborne and Claysmore. We have recently announced that we will extend this provision to 16+ from 2024. We have high academic standards and these were strongly endorsed in our most recent ISI report. FSM's leavers have celebrated 100% success rate at Common Entrance. Our location in the beautiful New Forest enables us to offer a broad and exciting curriculum which stretches to the outdoors. Lessons can be taught in the stunning grounds and in the Anglo-Saxon Roundhouse. Full, weekly and flexi-boarding is available and the family atmosphere within the Boarding House helps children relax and feel as if they are at home. Thank you for your interest in joining the staff at FSM. This is an incredibly exciting time to be joining the school.



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Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".

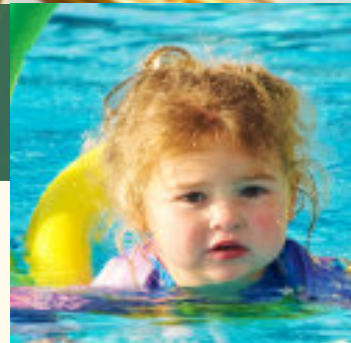


THE ROLE

It is an exciting time to join FSM with our plans to develop and expand. This is a key position within the school and you will be joining a team of positive and enthusiastic staff who are focused on providing the best outcomes for our children and our whole school community.

We are looking for an experienced SENCO, who will support our children and staff in making sure provision and support is robust as well as completing referrals and statutory paperwork. As our new SENCO it is essential you will be able to use your own initiative and work effectively with a team - liaising with class teachers, support staff and our pastoral team.

The successful applicant will be a positive, flexible and motivated individual with personal drive. You will have a calm, organised nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges. You will be able to communicate confidently and effectively, in varied situations. You will have the ability to work both as part of a team and independently, maintaining a positive and successful working relationship with colleagues. You will work closely with the Head and SLT to ensure an inclusive and positive outcome is achieved for all pupils.

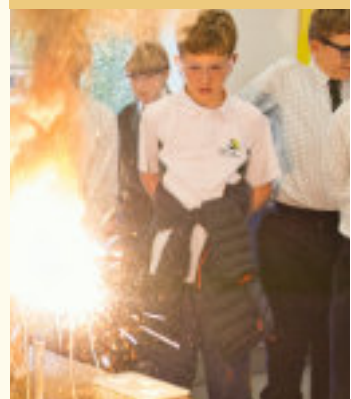




JOB DESCRIPTION

Teaching:

- To maintain high standards of time keeping, teaching and learning, marking, monitoring, assessment and communication with parents.
- To take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To set a good example in terms of dress, punctuality and attendance.
- To attend staff meetings as required.
- To support the extra-curricular and boarding life of the School.
- To work effectively as a member of the team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To follow health and safety procedures in order to safeguard the health and safety of all members of the school community where applicable.
- To be responsible for promoting and safeguarding the welfare of the pupils.
- To promote equality of opportunity and anti-discriminatory practice for all children.
- To be aware of responsibilities under the School's Safeguarding and Child Protection Policies and to report any concerns to the appropriate person as soon as they occur.





JOB DESCRIPTION

Specific SEND Duties and Responsibilities:

Organisational Responsibilities:

- To establish, with the involvement of relevant staff, short, medium and long term plans for developing and resourcing Special Educational Needs.
- To advise on methods and tests for the identification of pupils with SEND and administer tests as required.
- To devise Individual Educational Plans (IEPs) for pupils with Education, Health and Care Plans and liaise with class/specialist teachers and support staff to monitor the implementation of these plans.
- To monitor the progress of pupils with SEND and meet regularly with class/specialist teachers and parents to discuss each pupil's progress.
- To oversee the system of record keeping and documentation passed on at the end of each year, where it applies to pupils with SEND.
- To monitor the progress of pupils on the SEND Register, discuss their progress with class/specialist teachers on a regular basis and ensure that parents are kept informed.
- To continue on-going review and development of policy and keep staff informed.
- To manage and oversee resources, providing updated list of items and where they are located.
- To oversee the day-to-day operation of the School's SEND policy and to monitor its effectiveness.
- To provide one-to-one teaching where necessary.

Assessment Responsibilities:

- To administer diagnostic tests as required.
- To coordinate the process of application of access arrangement for National examinations.
- To arrange annual reviews and monitor the provision for children with Education, Health and Care Plans.
- To advise staff how to set suitable targets for individual pupils who are low achievers and require extra help in class.
- To take a lead in the tracking of pupil performance and to ensure that intervention measures are implemented at the earliest stage by departments where pupils are under-achieving.





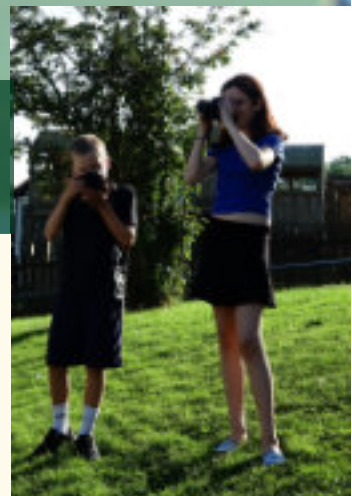
JOB DESCRIPTION

Communication with Colleagues:

- To make regular assessment and observation of pupils to monitor and record progress
- To meet with colleagues informally throughout the year regarding pupils with SEND.
- To liaise with Pre-Prep and Early Years staff to ensure consistency of approach and sharing of information.
- To keep staff informed of developments and new initiatives.
- To train staff in required methods and approach via demonstration, video, etc.
- To manage the learning support team.
- To contribute to the INSET training of staff.
- To liaise with external agencies and support services.
- To observe lessons and advise teachers and support staff on requirements, approach, methods and assessment for pupils with SEND.

English as an Additional Language:

- To work with the Head of EAL to identify EAL pupils and their specific needs.
- To support the coordination of provision of the curriculum for EAL pupils.
- To support the arrangements for in-class support and withdrawal, particularly with intensive language acquisition requirement.
- To assist the class/specialist teachers to collect samples of work from EAL pupils to demonstrate the standards they are achieving.
- To be available to speak to parents should they request any information for their specific curriculum subject.
- To support the Head of EAL in helping to monitor the progress made by EAL pupils in their subject area through regular discussions with the class teacher.
- To support the Head of EAL in assisting the class/specialist teacher to monitor the quality of provision for EAL pupils within the School's curriculum and timetable.





JOB DESCRIPTION

Gifted and Talented:

- To be available to assist the class/specialist teacher to identify a gifted and talented pupil in their subject area.
- To advise the appropriate class/specialist teacher with the suitability of material/ tasks for each gifted and talented pupil.
- To be available to speak to parents should they request any information for their specific curriculum subject.
- To help to monitor the progress made by a gifted and talented pupil in their subject area through regular discussions with the class teacher.
- To assist the class/specialist teacher to monitor the quality of provision for these pupils within the School's curriculum and timetable.

Professional Development:

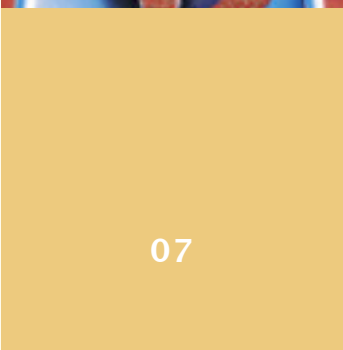
- To identify training needs to further develop the role of this position as recognised by the SENDCo and/or Head.
- To attend INSET courses and keep well informed about new developments in the educational world and statutory requirements.
- To take part in the School Performance Management Programme/Appraisal and attend School INSET as required.

The SENDCo should also be prepared to undertake other such specific duties that may be assigned by the Head or members of the Senior Leadership Team.





PERSON SPECIFICATION



	E	D
Education and qualifications		
Appropriate degree or relevant qualification for the role	✓	
QTS / PGCE or other teaching qualification	✓	
Hold a National SENDCO qualification		✓
Excellent numeracy and literacy skills	✓	
Knowledge of procedures for safeguarding children	✓	
Training in Safeguarding Children		
Ability to offer an additional subject/skill	✓	
To hold the Level 7 Assessors Qualification		✓

	E	D
Communication Skills		
Able to communicate effectively to a variety of audiences	✓	
Establish and maintain positive working relationships with children, parents, and staff	✓	
Excellent oral communication skills	✓	
Good written skills	✓	
Sociable and approachable	✓	
Ability to maintain standards under pressure	✓	

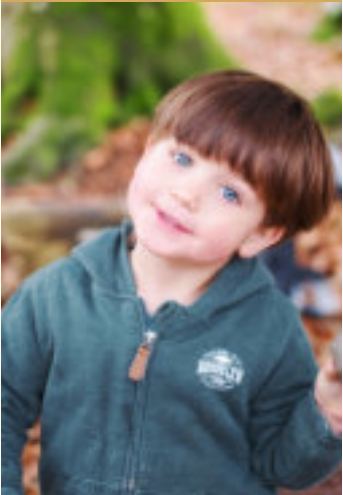
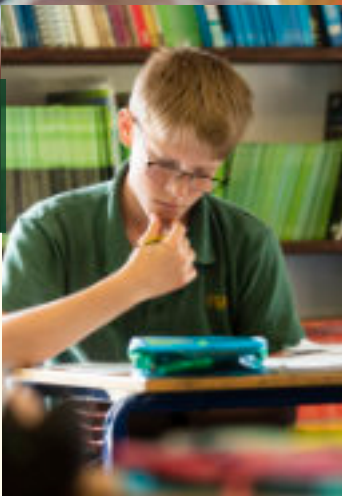


PERSON SPECIFICATION

	E	D
knowledge, skills and abilities		
Experience working in a school environment with a range of ages of children	✓	
Create a happy and challenging learning environment	✓	
Plan clear structures for lessons and maintain pace/challenge	✓	
Provide effectively for the individual needs of all children	✓	
Understand the appropriate curriculum requirements	✓	
Monitor, assess, record and report pupils' progress	✓	
Set targets to help pupils improve	✓	
Command of data and its use to help pupils improve	✓	
Experience in the use of ICT and confident in its use in class	✓	
Experience planning for and managing teaching assistants		✓
Effective teaching and learning skills	✓	
Effective classroom, time and behaviour management	✓	
Ability to manage practical classes effectively and safely	✓	
Ability to convey enthusiasm for learning	✓	
Involvement in extra-curricular activities		✓
Experience organising and running educational visits		✓
The ability to lead SEND up-to 16		✓



PERSON SPECIFICATION



	E	D
Personal qualities		
Trustworthy and reliable	✓	
Ability to maintain confidentiality	✓	
Positive approach to learning	✓	
Strong commitment to a high standard of pupil care	✓	
Have high expectations and aspirations	✓	
Ability to work on own initiative or as part of a team	✓	
Ability to be flexible, energetic and adaptable	✓	
Proven track record of excellent punctuality and attendance	✓	
Attention to detail and a focus on maintaining high quality of service and standard of work	✓	
Desire for career progression in the relevant area		✓
Good organisational skills	✓	
Ability to offer flexibility in hours if required		✓
Have a working knowledge of health & safety and first aid		✓



HOW TO APPLY

Applicants should complete the school's application form and submit this by email to Sadie Pretty (HR Manager) office@fsmschool.com. The application form is to be accompanied by a covering letter addressed to the Interim Headmaster, Mr Rob Tasker of no more than one page.

The closing date for applications is 9am on Friday 29th April.

We reserve the right to interview at any point during the recruitment process so **early applications are encouraged.**

If you would like to discuss the role with the Headmaster, please email the Head's PA, Julia Holbrook jholbrook@fsmschool.com to book a call or visit.

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.

