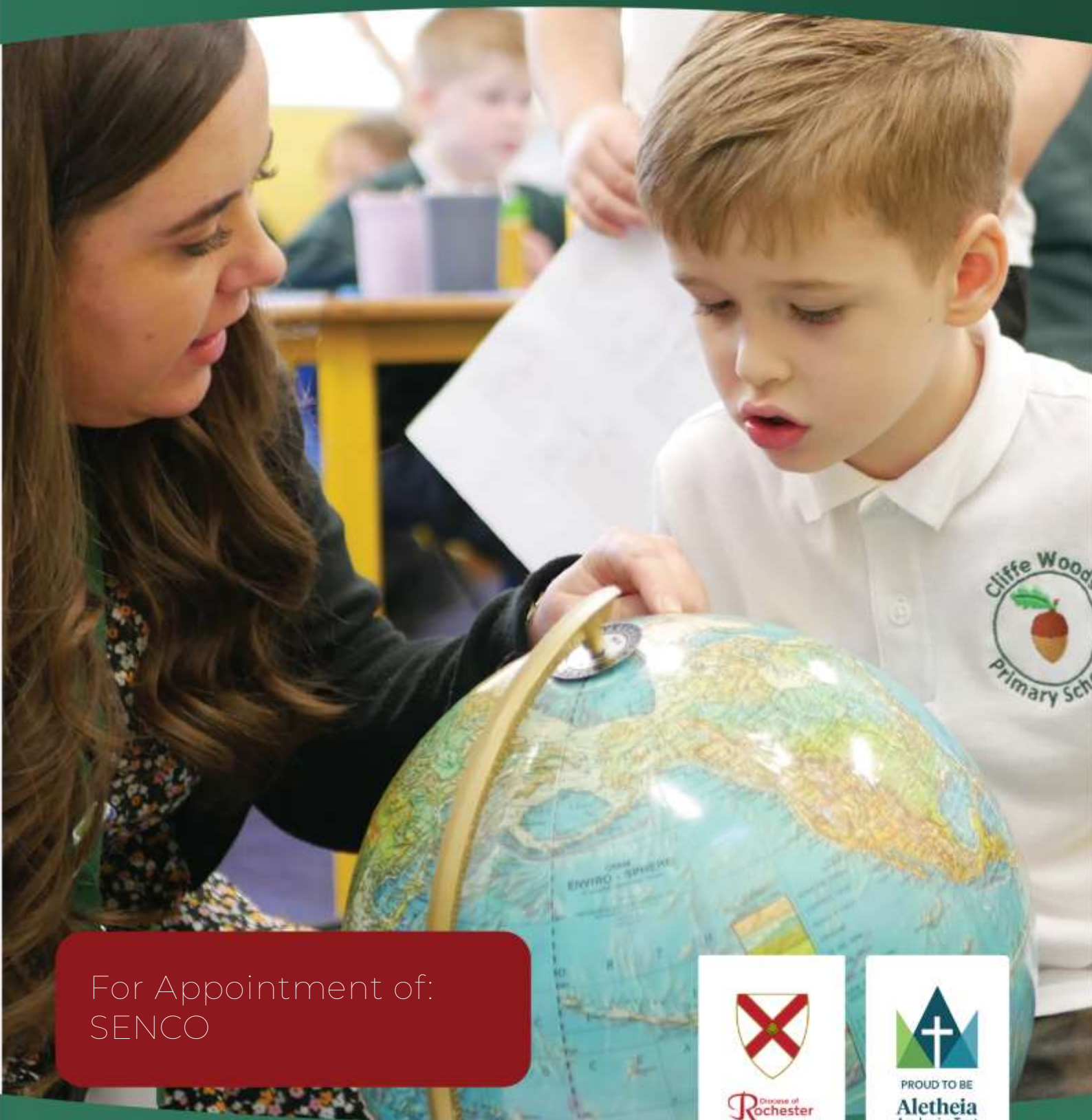




**Cliffe Woods
Primary School**

Working at Cliffe Woods Primary School

Join our Team



For Appointment of:
SENCO



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Headteacher's Welcome

James Bernard

I am delighted to welcome you to Cliffe Woods Primary School. It is a privilege to serve as the Headteacher, and I am excited to be leading the school on the next stage of its journey. We are proud of our strong sense of community, our dedicated staff team, and the supportive partnerships we share with families. Thank you for your interest in the role and I hope that the information within gives you an insight into our school and the unique opportunity this position offers.

Cliffe Woods is a beacon of excellence and we expect 'Excellence From All'. At Cliffe Woods, our priority is to nurture each child so they thrive both academically and personally. We value curiosity, creativity, and kindness, and strive to provide enriching experiences that help our children develop confidence, resilience, and a love of learning.

Cliffe Woods joined Aletheia Academies Trust on the 1st January 2022. As part of the Aletheia Academies Trust, we benefit from collaboration with a family of schools who share our ethos and commitment to providing excellent opportunities for children. The Trust supports us in continually improving, while allowing us to retain the unique character and strengths of our school community.

Thank you for taking an interest in joining our school. If you share our values and commitment to making a difference for children, we would be delighted to receive your application.

Cliffe Woods Primary School



Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is for our children to be confident, caring, resilient, curious young adults with a desire to learn and achieve the best they can in all they do, preparing them for the future. Our children are wonderful ambassadors, so if you would like to know more about what makes our school the place that it is, please get in touch and our children we would be delighted to show you around and introduce you to everyone who makes Cliffe Woods Primary School such a special and incredible place.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community.

A photograph showing a male teacher with a green lanyard sitting at a wooden table, smiling and interacting with a group of five primary school children. The children are also seated at the table, some with their hands raised as if participating in a discussion or activity. The background shows a typical classroom setting with shelves and educational materials.

'The sense of community at Cliffe Woods Primary School is striking. Pupils thrive. They are kind and welcoming to visitors, as well as to one another. Provision to promote pupils' personal development is exceptional.'

- OFSTED 2025

Job Description

Job Title	SENCO
Location	Cliffe Woods Primary School
Duration	Permanent
Work Hours	0.8 FTE (4 days per week)
Reporting to	Headteacher
Salary	MPS/UPS plus SEN Allowance
Pension	Teachers' Pensions



About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join our team as SENDCO in this inclusive and diverse primary school.

We would love to hear from you if you:

- Are a good/outstanding classroom practitioner
- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive.
- Want to work in a supportive and caring environment.
- Are committed to enabling every child to achieve the very best they can.

Job Purpose: to raise educational achievement by leading and coordinating provision for pupils with Special Educational Needs and Disabilities (SEND)

The primary purpose of the post is:

- To provide strategic leadership of the provision for pupils with special educational needs and disabilities (SEND) in order to ensure that these pupils make excellent progress
- To lead, monitor and evaluate the development of learning and teaching strategies for pupils with SEND
- To lead, manage and effectively deploy staff resources within SEND provision
- To ensure that staff are provided with relevant information and training relating to the support of SEND pupils
- To lead on raising the attainment and achievement of pupils with SEND in all year groups
- To ensure that paperwork relating to pupils with SEND meets statutory requirements
- To maintain appropriate relationships with parents/carers of pupils with SEND and with relevant external organisations, as well as with the parents/carers of pupils who need Early Help.
- To act as one of the schools' Deputy Designated Safeguarding Leads.

Key Responsibilities



Job Purpose and Accountabilities

Main Accountability

- Take the lead in maintaining the school provision map and SEND offer
- Oversee the day-to-day operation of the school's SEND policies
- Co-ordinate provision for children with SEND
- Advise on the graduated approach to providing SEND support
- Manage the SEND budget and advise the SLT of priorities for expenditure
- Apply for SENIF and High Needs Funding within the required timescales and taking proper account of the provision required in order to support the named child
- Liaise with parents of pupils with SEND and those who need Early Help.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals and independent and voluntary bodies
- Act as a key point of contact for external agencies, especially the LA and its support services
- Liaise with previous and potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Liaise with the relevant designated teacher where a looked after pupil has SEND
- Work with the headteacher and governing body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensure that the school keeps the records of all pupils with SEN up to date

Main Duties

- To assess, record and report on the progress and attainment of pupils with SEND
- To monitor the learning, teaching and academic progress of pupils with SEND and lead appropriate interventions where required, to the Teachers' Standards
- To apply specialist methods of teaching, and to participate in arrangements for further training
- To effectively manage the deployment of teaching assistants, ensuring the effective and efficient deployment of interventions and the support that enables pupils to access quality first teaching





- To maintain discipline in accordance with school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practices and methodology in general and in the specific context of provision for pupils with SEND
- To inform teachers, pupils and parents/carers about access arrangements for statutory assessments and leaf on the necessary routines associated with these
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.

Recording and Assessment

- To monitor and evaluate pupil progress and provide assessment and feedback to pupils and teachers in line with whole school policy
- To organise and evaluate the tracking of pupil progress and use information to inform learning and teaching
- To provide or contribute to oral or written assessments and reports as requires for individual pupils.

Leadership

- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- To support the development and implementation of the vision and strategic direction of the school, reflecting its educational and moral aspirations and values
- To provide strategic leadership of provision for pupils with SEND by guiding colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support ensuring primary core standards are embedded in quality first teaching
- Lead and line-manage teaching assistants including their annual appraisal in line with the Trust's appraisal policy
- To lead the process of monitoring and evaluating SEND provision in line with agreed school policies and procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To pay due regard to the school's Equality Policies and their application in the work of SEND support systems



Pupils behave exceptionally well and want to learn. They are respectful and kind to each other, to staff and to visitors alike - **Ofsted**



- To implement internal systems for tracking the attainment, progress, experiences and support provided for pupils with SEND, reporting outcomes to the Senior Leadership
- To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary
- To lead and participate in professional development and team meetings that relate to curriculum development, assessment, health, safety and wellbeing, administration and organizational matters
- Prepare and review information the governing board is required to publish
- Prepare and publish the annual SEND information report on the school website
- Conduct an annual review of the SEND policy

Pastoral Care

- To communicate and consult with parents with SEND and with other appropriate persons and bodies outside the school as appropriate
- To participate in meetings arranged for any of the purposes described, within the school directed time schedule
- To promote the general progress and well-being of individual pupils with SEND
- To identify and celebrate the achievements of pupils with SEND in all aspects of school life
- To monitor home learning, ensuring that it contributes to the achievement of pupils with SEND
- To attend parent/carer meetings, information meetings and other events which the parents/carers of pupils with SEND are attending.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or their Deputy (in the absence of the Headteacher).



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Person Specification



Qualifications and Experience

- Qualified teacher status. Degree
- Evidence of continuous professional development
- Proven ability as an excellent classroom teacher
- National award for SEN co-ordination or willingness to complete within 3 years
- Experience of working with children with SEND
- Experience of delivering CPD

Skills and Knowledge

- Knowledge of the SEND code of practice
- An understanding of a range of teaching strategies to support all children and those with SEND
- Ability to build effective relationships
- Good record-keeping skills
- Data analysis and the ability to use data to inform provision planning

Personal Qualities

- Ability to work under pressure and prioritise effectively.
- Have high expectations of both pupils and of yourself.
- Self-motivated and show creativity when adapting learning to meet the needs of smaller groups of children.
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

E D

X

X

X

X

X

X

X

X

X

X

X

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 531 495

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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