



ALWAYS AIMING HIGHER, TOGETHER

An amazing  
primary school  
for Bromley

[www.lafontaineacademy.org](http://www.lafontaineacademy.org)



La Fontaine  
ACADEMY

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES COORDINATOR

JOB DESCRIPTION & PERSON SPECIFICATION



STEP  
ACADEMY TRUST

## Prospective Staff

At La Fontaine Academy, you never stop learning, you're part of STEP Academy Trust – a supportive network that's leading the way in getting children to succeed academically while also enabling them to become leaders – and your work makes an impact on the community every day.

As STEP Academy Trust grows to serve more children in varied communities, we need passionate teammates to join us and make their impact.

## Our Vision for our Team

As a member of staff at La Fontaine Academy, you will be able to work with a great team of colleagues and **design a truly inspirational curriculum** which will enable our children to become confident and socially-minded 21st century citizens.

Being part of our team, you will be able to use your creativity and **shape the way our school will provide outstanding learning opportunities** for our children.

As our school grows over the next few years, you will always be supported in terms of your **leadership** and, if so you wish, you will be able to **take on responsibilities** in various areas of school life.

Our vision is to create an outstanding team who will provide our children with the best education they deserve. We want every pupil at our school to **succeed academically** while also enabling them to grow as joyful individuals who will have the confidence to **shape the world** around them.

## Educational leadership

Members of our team are involved in educational research and engage with current debates in terms of teaching and learning. We attempt to influence practices beyond our Academy and Academy Trust on, for instance, mastery teaching and values-driven education. To our minds, teaching is the greatest vocation in the world, and we are always seeking the best ideas to improve the way education works. As part of our vision, we are looking to create a team that will develop models of good practice in **creative teaching and learning** and **language teaching** in the UK. See some articles published by our team here: [www.lafontaineacademy.org/curriculum](http://www.lafontaineacademy.org/curriculum).

## Staff development

To achieve our aims, we need to recruit and support the very best staff. We believe in valuing all our staff and therefore take professional development very seriously. At all times in our school, every member of staff will be engaged in teaching and learning. All our staff must lead by example and demonstrate the behaviours and attitudes which are rooted in our values of Excellence, Respect, Collaboration, Responsibility, and Creativity. In return for their high level of commitment to enabling our children to reach the best outcomes, we will provide our staff with **excellent opportunities for growth and development**. We do not grade observations. We do not grade our teachers at all – neither for performance management, nor appraisal, nor pay, nor inspection. We believe that trusting our teachers with the autonomy to improve creates a strong, vibrant staff culture. We never make high-stakes, biannual judgements of teachers; we prefer continual, low-stakes feedback, practice and reflection.

## Family ethos

Most of all, to join La Fontaine Academy is to become part of a family. Families rally round when times are tough. Families help each other out and are honest with each other. Every day, we eat a family lunch together with our pupils. We are always thinking hard about how we can become the best we can be for our colleagues, parents and pupils.

## Key benefits working for STEP Academy Trust include

- Access to a supportive network of teachers and school leaders working across 7 schools in South East London.
- Access to a strongly-established NQT programme.
- Possibility to undertake further studies (e.g. Masters, Ph.D., etc.) sponsored by STEP Academy Trust.

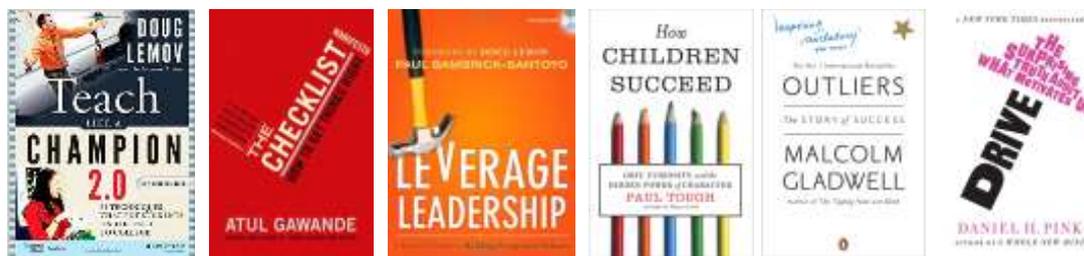
## Key Partnerships

Future Leaders: a leadership programme that aims to raise the achievement of children, regardless of background, and to provide them with equal choices and opportunities in life.

Teaching Leaders: an education charity focused on developing outstanding middle leaders.

Mathematics Mastery: a programme based on tried and tested approaches used by the best teachers, departments and schools in the UK and abroad.

## Some of the books we base our work on



I am delighted that you are interested in applying for a position at La Fontaine Academy and I look forward to receiving your application.

*Sebastien Chypleau*

Dr Sebastien Chypleau, Founding Headteacher, La Fontaine Academy

## OUR VISION AND MISSION

- At the heart of the organisation is the “**STEP Mission and Vision**”. *Everything* derives from it. The four points of the STEP Compass extend out of our mission and vision.
- Point 1. “**STEP First**”  
Because the mission and vision are shared by all stakeholders, there is an acceptance that we are all one team, one family. Stakeholders must believe in STEP First.
- Point 2. “**STEP Way**”  
As a united team, it is right that we should agree to do certain things in a consistent way, the “**STEP Way**”. What goes into the STEP Way will be determined by a process of co-creation and review; however, once agreed, there is no opt-out.
- Point 3. “**STEP Up**”  
Given that STEP is a family none of its members - academies, groups or individuals - can be allowed to fall behind. STEP Up is the process by which “we all succeed together”, enabling additional support to be targeted according to identified need.
- Point 4. “**STEP Ahead**”  
Individually and collectively, we must ensure one eye remains firmly fixed on the future, anticipating and preparing for our next stage of development. This commitment ensures a strong focus on CPD and strategic planning.



## ETHOS AND CULTURE

### Shared values

STEP Academy Trust promotes and cultivates shared values. These are the heartbeat of our organisation.

### Key values include:

- Passion — Working in education, we have the ability to profoundly change children’s lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.
- Urgency — The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in a STEP Academy must be spent productively. Once wasted, it is gone forever and cannot be given back.
- Positivity — Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.
- Aspiration — Embodied in the Trust motto, “Striving Together for Excellence in Partnership,” all members of staff aim for excellence in their individual professional roles.
- Commitment — Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

An important bi-product of **PUPAC** must be an enduring sense of dissatisfaction with the status quo. Whilst it is right that achievements are celebrated, the focus remains on the challenges ahead. **PUPAC** forms the basis of initial discussions with prospective employees of the STEP Academies.

### OUR MOTTO

'Always aiming higher, together'

### OUR VALUES

Our values will be the basis upon which we develop all our work at La Fontaine Academy.

They are the following:

- Excellence
- Respect
- Collaboration
- Responsibility
- Creativity

We expect our staff and children to constantly live out those values, being able to develop a sense of accountability and mutual responsibility across the school.

The vision of La Fontaine Academy is founded on a commitment to outstanding education, engagement with local and global communities, and language teaching. We want our children to become citizens who can play an active role in 21<sup>st</sup> century society.

### OUR AIMS

La Fontaine Academy is an inclusive, non-denominational, primary school teaching children aged 4 to 11 in English and French. The school opened in Bromley in September 2014.

Our school offers a unique service to parents and communities in Bromley which are underpinned by our beliefs in inclusiveness and academic excellence and the real value to children's academic potential and life chances that arise from the learning of another language. All children are welcome at our school and we strive for a diverse intake, reflecting our local community. The school:

- delivers the English National Curriculum;
- focuses on maintaining high standards to secure outstanding assessment results linked to the English National Curriculum;
- focuses on academic excellence in English, mathematics, science, and French. We measure our success against national standards;
- provides pupils with an excellent preparation for secondary education;
- develops our pupils' extraordinary cultural capital through a rich and broad curriculum and extensive community engagement. We understand education to include a deep understanding and appreciation of both British and world cultures as well as of the wide diversity of cultures and customs that make up contemporary life in Britain and beyond;
- promotes tolerance and cultural exchange, guiding children to become responsible citizens in later life;
- helps our children become rounded, happy and confident individuals and achieve their true academic potential in a friendly and disciplined school.

## **Special Educational Needs and Disabilities Coordinator (SENDCo)**

<b>Start Date:</b>	September 2018
<b>Location:</b>	Bromley
<b>Contract Term:</b>	Permanent
<b>Contract Type:</b>	Full-time (with some PPA cover responsibilities)
<b>Salary:</b>	Based upon experience

La Fontaine Academy, which opened in September 2014, requires a Special Educational Needs and Disabilities Coordinator (SENDCo). Our school is inclusive, with the highest academic standards; we will take children from all backgrounds and give them the knowledge, skills and confidence to flourish.

The happiness, well-being and success of our pupils is at the centre of everything we do.

La Fontaine Academy is a member of STEP Academy Trust and therefore seeks staff who believe in the Trust's Core Values of:

**Passion** — Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.

**Urgency** — The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in a STEP Academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

**Positivity** — Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

**Aspiration** — Embodied in the Trust motto, "Striving Together for Excellence in Partnership," all members of staff aim for excellence in their individual professional roles.

**Commitment** — Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

<p><b>JOB PURPOSE</b></p>	<p>To support the Academy’s ‘No Excuses’ culture and take responsibility for the day to day operation of provision made by the school for pupils with SEND and provide professional guidance in the area of SEND, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.</p>
<p><b>TO WHOM THE POSTHOLDER REPORTS</b></p>	<p>The postholder is responsible to the Headteacher in all matters</p> <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEND policy, with the aim of improving teaching and learning across the school.</p> <p>The postholder will also be expected to network and liaise with SENDCOs across STEP Academy Trust to ensure a consistency of approach regarding transition, etc.</p>
<p><b>THE PERSONS LINE MANAGED BY THE POSTHOLDER</b></p>	<p>The postholder is responsible for:</p> <ul style="list-style-type: none"> <li>• The supervision of support staff within the SEND provision</li> <li>• The coaching, mentoring and development of all staff for SEND.</li> </ul>
<p><b>DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST</b></p>	<p><b>Strategic Direction:</b></p> <ul style="list-style-type: none"> <li>• Develop, implement, monitor and maintain SEND policies and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies.</li> <li>• Establish short, medium and long term plans for the development and resourcing of the SEND function.</li> <li>• Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.</li> <li>• Manage the professional development of staff within the SEND area and evaluate the impact on teaching and learning.</li> <li>• Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEND.</li> <li>• Disseminate good practice relating to SEND through INSET, coaching and mentoring mechanisms.</li> </ul> <p><b>Teaching and Learning:</b></p> <ul style="list-style-type: none"> <li>• Be responsible for all EHCP applications (including identification) and the transfer of existing Statements to EHCPs.</li> <li>• Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.</li> <li>• Develop and implement systems for recording individual pupils’ progress, and collect and interpret specialist assessment data.</li> <li>• Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.</li> <li>• Monitor, evaluate and review the quality of teaching and standards of achievement/attainment for pupils with SEND and set targets for quality controlled improvement.</li> </ul> <p><b>Leading and Managing Staff:</b></p> <ul style="list-style-type: none"> <li>• Develop an understanding of SEND across curriculum teams and individuals with the view of enhancing performance in this area.</li> <li>• Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEND area.</li> <li>• Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEND across the school.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote a creative and collaborative working environment.</li> <li>• Create, maintain and enhance effective relationships.</li> </ul> <p><b>Resource Management:</b></p> <ul style="list-style-type: none"> <li>• Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher &amp; Governing Body of priorities for expenditure.</li> <li>• Monitor and control the use of these resources.</li> </ul>
<p><b>GENERIC DUTIES AND RESPONSIBILITIES</b></p>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• Trust and School policies and guidelines on the curriculum and school organisation</li> <li>• National Standards for SENDCO's</li> <li>• National Professional Standards for Teachers</li> <li>• The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment</li> <li>• SEND Code of Practice</li> <li>• Common core of skills and knowledge for the children's workforce.</li> </ul> <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p>
<p><b>EXTRA RESPONSIBILITIES</b></p>	<p>In case of staff absences, it could be expected that the SENDco occasionally covers lessons.</p>

	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teachers Status</li> <li>• Relevant up to date experience teaching in UK schools</li> <li>• Prepared themselves for the post through appropriate professional development</li> <li>• Working towards, or completed, SENCo Qualification.</li> </ul>
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven track record of outstanding teaching and learning and outcomes for pupils with SEND.</li> <li>• Proven track record of outstanding middle or senior leadership</li> <li>• Experience in coaching for improvement</li> <li>• Lead and inspire others</li> <li>• Have a relentless focus on high standards</li> <li>• Work on their own initiative and be part of a team</li> <li>• See tasks, plans and ideas through to completion</li> <li>• Think strategically but have an ‘eye for detail’</li> <li>• Undertake complex, problem solving tasks such as data analysis</li> <li>• Communicate effectively in a wide variety of forms to a range of audiences</li> <li>• Use emotional intelligence to manage change effectively</li> <li>• Excellent role model for oral and written communication</li> <li>• Total support and alignment with the strategic vision for the school</li> <li>• Experience of leading and evaluating successful whole school projects</li> <li>• Skills that bring out the best in others of all levels of experience</li> <li>• To have a relentless focus on driving up whole school standards and lead by example at all times</li> <li>• Can assimilate information quickly, and ability to work at pace</li> </ul>
<b>ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Value the education of every student as equally important</li> <li>• Be committed to equal opportunities</li> <li>• Believe in students’ entitlement to a broad, balanced and meaningful education</li> <li>• Be committed to high quality in all aspects of their work</li> <li>• Have a collaborative approach to partnership working</li> <li>• Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation</li> <li>• The desire for personal improvement and skills to act on feedback</li> <li>• Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A highly professional approach to their work</li> <li>• The ability to thrive in a ‘no excuses’ culture</li> <li>• Great energy, enthusiasm and hope</li> <li>• A real drive to make things happen</li> <li>• A passionate desire to make a difference</li> <li>• Good sense of humour.</li> </ul>



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**La Fontaine Academy is founded on a commitment to language teaching, outstanding education, and engagement with local and global communities. Our children will become citizens who can play an active role in society.**

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