

Inspiring Children to shine

Headteacher: Mrs. Wendy D'Arcy

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Hardwicke Parochial Primary Academy
Poplar Way
Hardwicke
Gloucester
GL2 4QG

Telephone: 01452 720538

'walk as children of light'

Date Posted	3 rd September 2021
School	Hardwicke Parochial Primary Academy
Address	Poplar Way, Hardwicke, Gloucestershire, GL2 4QG 01452 720538
E-MAIL	admin@hardwicke.gloucs.sch.uk
Web Site	www.hardwicke.gloucs.sch.uk/
Post Title (Subject)	SENDCo
Grade	Main Scale
Allowances	(Not applicable)
Hours	Part Time 0.6
Contract	Fixed Term Contract (Maternity Leave Cover)
Closing Date:	10th September 2021
Interview Date:	TBA
Start Date	October 2021

Hardwicke Parochial Primary Academy are looking to appoint an experienced Special Educational Needs Coordinator who is a highly motivated, enthusiastic and caring individual. Applicants will be able to demonstrate that they can plan and support the delivery of a highly stimulating additional learning experiences to ensure that all children SHINE and develop a love of learning.

The postholder will be responsible for coordinating and supporting the school's statutory duties in the Children & Families Act (2014) and the SEND Code of Practice. They will act as a point of contact for Local Authorities, school staff, students, parent/carer/guardians, local schools, and other agencies working with pupils.

The successful candidate will have:

- Highly effective written and verbal communication skills, with an excellent telephone and personal manner and a focus on excellent customer service.
- Excellent time management and organisational skills in order that effective systems are in place to ensure the smooth running of the department, and to be able to deal with a multitude of tasks and to set and manage priorities appropriately.
- Excellent ICT Skills and be competent in the use of Microsoft Office applications including Outlook, Word and Excel and have a confident attitude to the development of new IT capabilities as required



- The ability to work collaboratively with a highly responsive, approachable attitude and the ability to support staff and effectively manage a wide range of relationships with external partners.
- Experience of being a Designated Safeguarding Lead.
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Hardwicke Parochial Primary Academy is proud to be part of Diocese of Gloucester Academies Trust, a multi-academy trust which is fully inclusive, that supports the spiritual, moral, social cultural and physical development of each child as well achievement and attainment to ensure their intellectual growth. Through the Trust, we provide high-quality professional development, coaching and leadership opportunities. This includes a number of specialist Trust-wide roles that offer talented teachers and leaders the opportunity to develop in their career and make an even bigger difference to children and young people.

Visits to the school are warmly welcomed and encouraged. Please telephone or email the school office in order to arrange a visit on **01452 720538**

An application pack can be found on our website www.hardwicke.gloucs.sch.uk/

The closing date for applications is 16th September 2021.

Please complete the DGAT application form, provide a covering letter and email directly to Wendy D'Arcy head@hardwicke.gloucs.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.