



CANDIDATE BRIEF

SENCo

(Maternity Leave Cover)





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR TEACHERS

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|--|---|
| Salary | Competitive salary |
| Pension Employer's contribution | 17.5% |
| Pension Employee's contribution | 5% minimum |
| Group Life Assurance | 4 x annual salary |
| Group Income Protection | 50% of basic salary. Payable for up to 3 years |
| Staff Fee Remission Discount on school fees | 66.6% pro-rata'd for part time |
| Paid Holidays | 18 weeks - Including bank holidays |
| Academic term | 34 weeks term time |
| Sick Pay entitlement | 1 month full & 1 month half pay per year of service – up to maximum of 6 months |
| Free School lunch | Provided on working days |
| Free car parking | Parking is on the school site |
| Free use of School Swimming pool for staff | Allocated times |



THE ROLE - SENCO (MATERNITY LEAVE COVER)

- **Part Time (0.6 FTE) to Full Time**
- **Fixed term Contract**
- **Competitive salary**
- **Reports to:** Assistant Head - Academic and Operations
- **Key contacts:** SLT, Admissions, Support for Learning, Heads of Department, Heads of Key Stage, other teachers, parents.
- **Accommodation** may be available on site

The SENCo (maternity cover) will play a vital role in supporting pupils with diverse learning needs across both the Junior and Senior School. Working closely with the fantastic team in the Support for learning Department teachers, parents, and external specialists, the SENCo ensures that all pupils receive tailored support to help them thrive academically and personally. This includes overseeing assessments, developing individual support plans, and overseeing and updating the provision map to reflect legally required support and interventions. In a small independent school setting, the SENCo will build strong, personal relationships with pupils and staff, ensuring consistent, high-quality provision from Early Years through to Sixth Form.

The qualities that the successful applicant will possess are:

- Empathetic, patient, and committed to the individual care of every pupil
- High expectations of all pupils regardless of learning needs
- Flexible and solution-focused approach
- Committed to safeguarding and promoting the welfare of children
- Collaborative and reflective, with a willingness to learn from others
- Qualified Teacher Status.
- Special educational needs co-ordinator's (SENCo) national professional qualification

Closing date for applications: Monday 19th May 2025 at 9am.

Interview date: Wednesday 21st May 2025.

Candidates will be shortlisted and contacted by 5pm on Monday 19th May 2025.

We reserve the right to close prior to this date should sufficient applications be received.



PERSON SPECIFICATION

| Requirements | Essential | Desirable |
|-------------------------------|--|---|
| Educational attainment | <p>Qualified Teacher Status.</p> <p>National Award for SEN Coordination.</p> <p>Educated to degree level, with any higher degree, postgraduate or leadership qualification an advantage.</p> | <p>Additional qualifications in specific learning difficulties (e.g. dyslexia, autism, ADHD).</p> |
| Knowledge required | <p>Up-to-date knowledge of the SEND Code of Practice and relevant legislation</p> | |
| | <p>Understanding of a wide range of special needs including SpLD, ASD, SEMH, and sensory.</p> | |
| Experience required | <p>Proven experience working with pupils with a range of special educational needs</p> | |
| | <p>Leadership or coordination of SEND provision in a school setting</p> | <p>Experience liaising with external agencies and professionals</p> |
| | <p>Developing and implementing individual learning plans and EHCPs</p> | <p>Experience delivering staff training on inclusive teaching strategies</p> |
| | <p>Working with parents to support pupil progress</p> | <p>Experience using assessment tools for learning needs.</p> |



PERSON SPECIFICATION

| Requirements | Essential | Desirable |
|--------------------------------------|--|---|
| Skills and aptitudes required | Excellent communication and interpersonal skills. High standards of professional conduct and discretion. | Ability to contribute to wider school development (e.g. whole-school CPD) |
| | Ability to lead and motivate staff in meeting the needs of pupils with SEND | |
| | Strong organisational and record-keeping skills | Capacity to innovate and adapt SEND provision within an independent context |
| | Ability to analyse data to track and evaluate pupil progress | Familiarity with school MIS and tracking systems |
| Interests | Commitment to continued professional development. | |
| Personal qualities required | Confidentiality, Sense of humour, organisation, creativity, reliability. | |
| Circumstances | Participate fully and actively in the boarding life of the school with associated duties and responsibilities. | |



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

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