

RS ACADEMICS



FINTON HOUSE
SCHOOL

SENDCO
CANDIDATE INFORMATION



WELCOME FROM THE HEADMASTER

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child-centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment.

Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman
Headmaster



ABOUT FINTON HOUSE

Finton House is a thriving independent co-educational prep school for 340 children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

Finton House was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment. These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing. The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.



MORALITY COMMUNICATION



FINTON HOUSE GOALS

RESILIENCE SELF-CURIOUSITY BELIEF

CONFIDENCE

J O B P U R P O S E

The SENDCO leads the strategic development and delivery of all SEND policy and provision at Finton House, and manages all associated members of the SEND Department. They liaise closely with local authorities and outside agencies and advise teachers, assistants, parents and peripatetic specialists in all matters relating to SEND provision.



KEY RESPONSIBILITIES

Main Responsibilities

- Work with the Head to ensure the School meets its responsibilities under the Equality Act (2010) with regards to reasonable adjustments and access arrangements.
- Contribute to the development of whole school strategic planning and policies with the SLT as and when appropriate.
- Ensure efficient deployment, organisation and upkeep of SEND resources and facilities.
- Work with the SLT to ensure the efficient and effective deployment of staff for Learning Support, including recruitment where necessary.
- Contribute to and where appropriate lead appraisals, including undertaking classroom observation.
- Liaise with the Academic Team regarding arrangements for the provision of exam concessions.
- Be responsible for the internal assessment of all SEND pupils, including carrying out snapshot assessments.
- Assist and advise the Registrar with the admission of pupils, as requested.
- Oversee the organisation of all SEND events, including the Special Needs Forum.
- Advise the Bursar on annual EHCP funding arrangements, including the provision of learning support and cross charges.
- Approve learning support and resource payments in line with the agreed SEND budget.
- Identify, organise and lead staff training where appropriate, in liaison with the Deputy Head: Academic.
- Work closely with the Deputy Head: Academic and Assessment and Reporting Coordinator, in monitoring pupil progress and assessment data and ensuring appropriate targets and support are put in place.





Administrative Responsibilities

- Maintain a register of all SEND pupils at Finton House School.
- Ensure accurate records of all SEND pupils are maintained in accordance with school policy and statutory guidance or recommendations.
- Organise and lead Annual Review meetings for all pupils with EHCPs and TAC meetings as appropriate.
- Ensure governors are kept fully informed of all matters relating to SEND by attending the termly Education Committee Meeting and contributing to the written report.
- Provide input and where necessary conduct appraisals for staff as directed.
- Ensure the school maintains compliance and meets the highest standards with all regulations and guidance, including ISI.

PERSON SPECIFICATION

Essential

- Qualified teacher with significant teaching experience.
- Leadership or management experience within SEND or pastoral provision.
- The ability to teach across the school (4 to 11 age range) and provide small group lessons.
- Be able to assess pupils who have long or short-term learning difficulties and work with colleagues to identify the most appropriate support for individual pupils.
- Excellent communication skills to gain the confidence of pupils, staff and parents.
- Excellent written and verbal communication skills.
- Strong IT skills (Microsoft Office including Outlook and Excel, databases).
- Ability to handle sensitive and confidential information with discretion.
- Familiarity with GDPR and safeguarding procedures.
- Experience of working with external agencies and specialists.

SAFE GUARDING

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure which is available on the school's website.



BENEFITS

- Finton House operates a generous defined benefit pension scheme for all employees. Teachers are enrolled into APTIS with an employer contribution of 18%.
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.





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