

**Job Title: Copthill School SENCO, Mental Health & Wellbeing Lead and Designated Safeguarding Lead (DSL)**

**Person Specification:**

- **Essential**
  - Degree in Education or relevant field.
  - Qualified Teacher Status (QTS).
  - Proven classroom teaching experience at the primary level.
  - A strong understanding of the SEND Code of Practice and inclusive teaching strategies.
  - The National Award for SEN Coordination (NASENCO) or currently working towards NPQ for SENCOs. We would be happy to receive applications from teachers without a qualification, but there is a requirement that this qualification will be completed and achieved within the first year in the role.
  
- **Desirable**
  - Training or certification in mental health - Mental Health First Aid.
  - Up-to-date safeguarding training, or willingness to complete DSL training upon appointment.
  - Evidence of continuous professional development in areas relevant to SEN.
  - Additional qualifications or training in SEN (e.g. autism, dyslexia, speech and Language)

**Experience:**

- Proven experience of working with children with a wide range of SEN, including leading interventions or initiatives that improve outcomes for pupils with additional needs.
- Experience in promoting and supporting mental health and wellbeing in a school setting.
- Experience in managing safeguarding and child protection cases, or a strong understanding of safeguarding frameworks.
- Evidence of successful collaboration with families, external agencies, and multidisciplinary teams.
- Leadership experience is essential.

**Skills and Attributes:**

- **SEN Expertise:**
  - Deep understanding of child development, barriers to learning, and strategies to support SEN pupils.
  - Ability to lead and inspire colleagues to deliver high-quality support for children with SEN.
  
- **Mental Health Leadership:**
  - Understanding of the mental health challenges facing children, families and staff, and a commitment to fostering a positive culture of wellbeing.
  - Ability to develop and implement effective mental health strategies.

- **Safeguarding Expertise:**
  - Thorough knowledge of safeguarding policies and procedures, including statutory guidance such as *Keeping Children Safe in Education*.
  - Strong decision-making skills and the ability to act calmly and decisively under pressure.
  
- **General Skills:**
  - Outstanding teaching ability, with a passion for fostering an inclusive learning environment.
  - Excellent interpersonal and communication skills to work effectively with children, staff, and families.
  - Strong organizational and administrative skills, including record-keeping and reporting.
  - Resilience, empathy, and a proactive attitude towards challenges.

**Additional Requirements:**

- Commitment to the school's ethos and values of inclusivity, respect, and excellence.
- A proactive and solution-focused attitude.

This job specification is not meant to be exhaustive, therefore you may also be asked to fulfil any duties or role specific tasks that are not listed in conjunction with the Headteacher and Senior Team.

**How to Apply**

To apply, please email [paula.rayner@copthill.com](mailto:paula.rayner@copthill.com) with your application. CVs are not accepted.

The closing date for applications is 3 February 2025

**Copthill School is committed to safeguarding and promoting the welfare of our children. We expect all staff and volunteers to share this commitment.**

Our recruitment process follows the keeping children safe in education guidance. Offers of employment will be subject to the following checks (where relevant):

- childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- online and social media
- prohibition from teaching
- right to work
- satisfactory references
- suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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