

# Special Educational Needs Co-Ordinator (SENDCo)

Required



[bigcreative.education](https://www.bigcreative.education)



# Welcome to Big Creative Training

Big Creative Training (BCT) is a well-established and expanding creative industry training provider with more than twenty years' experience of delivering positive outcomes for learners. Our mission is to improve the lives of young people through high quality training and creative industry experiences, and we also take pride in ensuring staff are encouraged to flourish and feel excited to be a part of BCT.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCT will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues.

We are an employer which champions equality, diversity, and inclusion. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the tools, technology, and training to unleash their full potential.

This is an exciting time to join BCT. We are expanding to launch our new world-class Digital Future Campus in September, including industry standard training rooms, equipment, VFX studios, e-sports arena and editing suites.

We have more than 500 young people per year enrolled onto our vocational training programmes including apprenticeships, and learners take qualifications in maths and English if needed. We have great industry links and work with over 100 creative sector employers and SMEs.

BCT also operates **Creative Works** - a creative industry coworking space as part of our group, giving learners and staff access to an exciting community of creative businesses to support learning and progression.

## Benefits of working for BCT

- Company pension scheme
- Employee assistance programme including healthcare cashback
- Bike to work scheme
- Supportive, caring and developmental environment
- Excellent career development opportunities and performance recognition
- Staff social events
- Interest free loans for emergencies or professional development
- Cycle to work scheme

[BCT culture video >](#)



*“Leaders and staff successfully ignite young people’s enthusiasm for learning.”*

Ofsted

# What our learners and graduates say...

96% of learners at BCT say their overall experience is good. Here's what they had to say...

*"The teachers always find time to help."*

*"I love the small class sizes, and the fun environment created."*

*"I get to do something I love with other people who have the same interests as me."*



*Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.*

**Georgia**



*If it wasn't for BCT there's no way I would have become the person I am today. Thanks for helping me find myself!"*

**Amani**

# Special Educational Needs Co-Ordinator (SENDCo)

We are looking for an outstanding **SENDCo** to join our team based in Walthamstow, East London. The successful candidate will have maths and English at GCSE grade “C/4” or above, and will be educated to degree level with evidence of outstanding practice working with 16-19 year old learners in a city environment.

## Key tasks

- The ability to work in a way that promotes the safety and wellbeing of young people
- Oversee the implementation of Big Creative Training’s SEN policy
- Keep up to date with national and local SEN policies and disseminate to colleagues
- Strong working knowledge of the SEND code of practice funding arrangements for high needs students
- Carry out assessments with SEN and high needs learners to identify needs and monitor progress during enrolment and throughout the academic year
- Select learners for intervention, timetable, and allocate a member of staff to lead
- Ensure up to date and accurate records are kept of all interventions for individual learners requesting summative and formative reports from allocated staff
- Work with the tutor team, parents, and various external agencies to develop, implement and monitor individual support plans
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision
- Provide advice, guidance and strategies to tutors on supporting learners with SEN
- Lead and manage a team of high needs support tutors, including recruitment and timetabling
- Complete high needs funding applications and liaise with local authorities to negotiate funds
- Test learners for access arrangement needs
- Compile and complete form 8s and apply for access arrangements using access arrangements online
- Coordinate all EHCP annual reviews and reviews of individual education plans
- Update all trackers associated with KPIs, progress of learners, consultations, and disciplinary processes
- Communicate effectively and frequently with SMT members regarding HN and SEN learners

## Desired qualities

- Ability to empathise with and understand the many challenges faced by young adults in a demographic with high free school meals rate and poverty levels, many of whom struggled to succeed at school
- Display warmth, empathy, care, and sensitivity
- Experience of working as a SENDCo in a similar post 16 environment (desired but not essential)
- Extremely organised and able to manage own work load effectively and flexibly
- Highly motivated and driven to succeed in a rewarding environment
- Outstanding communication skills and experience of good / outstanding Ofsted
- Outstanding negotiation skills
- Positive, solution focused and proactive when managing and responding to data
- Assertive and self-confident in the management of a SEN team including around 20 teaching assistants
- Committed and willing to “go the extra mile” to meet targets
- Ambitious - will not settle for less than outstanding standards of work and behaviour
- Has achieved the national award for special educational needs coordinators (desired but not essential)
- Evidence of relevant CPD in relation to SEN and inclusion
- Knowledge and experience of literacy and numeracy interventions to promote progress
- Open minded, self-evaluative and adaptable to changing circumstances and new ideas
- Knowledge and understanding to support learners with EAL
- Experience of budget management
- Experience of leading SEN training to improve the quality of teaching and learning

## Salary and days of work

- This is a full time **35 hours** per week position paid at **£45,000** per annum
- We offer 22 days' holiday plus bank holidays
- Start date **12<sup>th</sup> September 2022** (we will consider a later start date for an outstanding candidate with a longer notice period)
- Fixed term maternity cover contract ending on **13<sup>th</sup> October 2023**

### How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. Please note this job is based in London and cannot be done remotely.

For an informal conversation about the role please call Zainab Jenkins on 07309 764 175. If you wish to apply you must complete the application form here by 9am on 8<sup>th</sup> August 2022: <http://www.bigcreative.education/bct-staff-application-form/>

BCT is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

### For teaching positions only

We welcome applications from industry professionals who wish enter teaching via the full teaching qualification with support funded by the Taking Teaching Further scheme. This will allow you 6 months of reduced timetable for training and support whilst receiving full pay and cover all qualification costs over the two years of study'.



**TAKING TEACHING  
FURTHER**

# What our staff say...



*I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.*

**The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.**

*There is fantastic communication between members of staff and the management team.*

**I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.**

*The staff get on well with each other and work together positively to benefit the organisation.*

**Lovely working environment with a supportive team and great students.**

*What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.*

**I like the collaborative culture and genuine care for staff, with time and energy invested.**

*BCT is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.*

**I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.**

*The environment at BCT is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.*

**The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.**

*The community feel to our college is second to none.*



To find out more about BCT and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Training was rated “good” by Ofsted at our last inspection.

[Read the full report >](#)

### Useful links

[BCE careers video >](#)

[International work experience video >](#)

[Digital Future VR tour >](#)

[Games students showreel >](#)

[BCE highlights video >](#)

[Artist development >](#)



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