



Assistant Headteacher SENCo

Application Pack



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Letter from Catherine Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

CEO



Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing



contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)

Letter from Miss Helen Bye, Headteacher, Scientia Academy REAch2 Academy Trust

Dear Candidate

Scientia Academy is a two-form entry primary school providing a part time morning and afternoon Nursery. We offer a friendly and stimulating environment, where children are encouraged to become confident, caring, articulate and independent learners on their journey to secondary education and use their abilities to the full. We provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

The school is equipped with modern purpose-built classrooms, state of the art ICT suite and 4D cinema an extensive library, art and craft rooms in an expertly designed learning environment. We offer extended school services, which include Breakfast and After School Clubs. Enriching the curriculum as much as possible through educational and residential trips, visiting speakers and professionals drawing upon the local and wider community. Parents are encouraged to become actively involved in their children's learning through regular coffee mornings, termly review days.

We are very proud of the social and cultural diversity of our school. The children and staff come from a variety of backgrounds and cultures and we aim to celebrate the richness that this brings to the school. This diversity is reflected in our curriculum, our policies and procedures and our school environment.

At Scientia the staff are committed to provide excellence in teaching and learning for every child in our school. We are looking for people who will bring these traits to our school as well as complementing the collegial atmosphere that already exists here at Scientia. If you feel that Scientia is the right type of environment for you then we would love to hear from you.

Miss Helen Bye

Headteacher, Scientia Academy REAch2 Academy Trust

The Role

Post: Assistant Headteacher – Senco

Employer – Reach2 Academy Trust Scientia Academy

Location – Scientia Academy, Mona Road, Burton on Trent, DE13 0UF

Hours / Contract – Full-Time, Permanent

Salary – Leadership L5 to L9

Start Date – September 2023

About The Role:

Are you an outstanding teacher? Are you looking for a position in Senior Leadership? Are you a creative, inspiring, and dynamic leader with a passion for SEND? Do you have a strong understanding of the Code of Practice and a commitment to providing the best possible support for pupils with SEND? If so, we want you to join our team as our Special Educational Needs Disabilities Coordinator (SENDCO).

Scientia Academy is a popular two form entry primary school with a nursery, we are committed to inclusion and provide a safe, nurturing environment where all children thrive. We are passionate about realising the life chances for every child.

An exciting opportunity has arisen to lead SEND across our school. We are seeking to appoint an outstanding, enthusiastic, highly motivated and dedicated Assistant Head Teacher who will play a major role in the leadership and development of the school as part of our effective Senior Leadership Team.

We are looking for someone who has a passion for SEND, inclusion and behaviour management and who shares our very high expectations of children's learning, achievement, and behaviour. You will be able to demonstrate that you are an outstanding, experienced classroom practitioner, an inspirational leader who can motivate pupils and colleagues with strong and proven leadership skills and that you are committed to working in partnership with pupils, parents, governors, and the wider community.

The school welcomes applications from both experienced SENDCOs and those already working towards the recognised SENCO qualification (NASENCO).

The successful candidate must:

- Have experience as a SENCO.
- Demonstrate and deliver excellent teaching with a strong record in KS2 (teaching commitment to be confirmed).
- Be able to work under pressure within a strong team focused towards challenging goals.
- Have high expectations of every child enabling them to make exceptional progress.
- Have excellent organisational and communication skills and be able to manage their time effectively.
- Knowledge of leading and managing the EHCP process and ensuring all applications for funding is identified, accessed and traced.
- Able to co-ordinate support for children from specialist outside agencies.
- Knowledge of a wide range of children's needs and demonstrate knowledge of robust strategies and understanding of the challenges children with specific needs face.
- Able to effectively lead a team of teachers and teaching assistants and manage the provision for pupils with additional needs across the whole school.
- Be an excellent practitioner who can inspire, challenge, support and empower others in the delivery of SEND provision for all children with special educational needs and disabilities.
- Demonstrate a passion for supporting children through the curriculum who face challenging circumstances.
- Committed to helping children access learning to make accelerated progress.
- Have knowledge of specific interventions and how to measure impact of these interventions.
- Able to work well as part of a team, and across a range of stakeholders.
- Be keen to take a full and active role in the life of the school.
- Be keen to learn and develop their skills as a school leader.

In return we can offer:

- A vibrant learning community with a warm and welcoming team who are committed to great teaching and learning for all its pupils.
- Children who love learning and want to achieve.
- A well-resourced and stimulating environment .
- An established MAT of schools which shares and builds on effective practice.
- A great place to work where colleagues are valued and receive high quality support with rich learning and development opportunities.

If you require any further information, would like more details about the role and school or wish to have a look around, please contact us to arrange a visit or speak with the Headteacher, Helen Bye.

The application

You are invited to submit an application form to **Marion Chimenes, School Business Manager**, recruitment@scientia-academy.org.uk.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

The application process and timetable

Application deadline:	Thursday 1 st June 2023
Interviews:	Friday 9 th June 2023
Salary:	Leadership scale, L5 to L9
Start date:	September 2023

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Job Title:	Assistant Headteacher – SENDCO
Salary:	Leadership Scale
Responsible to:	Headteacher
Job purpose:	To be part of the Senior Leadership team and positively support the aims and ethos of the school as identified by the Headteacher. To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school, and to monitor progress towards their achievement.

All members of the senior leadership team (SLT) will:

- Assist the Headteacher in ensuring the highest possible educational standards in the school and creating an ethos and culture based on high expectations and where all pupils and staff feel valued.
- Support the Head Teacher and Deputy Head Teacher with whole school data analysis and pupil tracking
- Play a key role in the strategic direction and development of the school, supporting the Headteacher in creating a long-term vision and monitoring and evaluating the school's policies, practices, and targets on a day-to-day basis.
- Ensure high visibility around the school throughout the school day and at school events.
- Deploy staff and resources efficiently and effectively.
- Manage school accountability to various audiences, including governors, parents/carers, and stakeholders.

Key Accountabilities

Strategic Leadership

- To ensure the school practice complies with the SEND Code of Practice (2014) and all other relevant statutory requirements.
- To work with all relevant stakeholders to ensure an ethos of inclusion within the school.
- To ensure that there is a culture of high expectations and aspirations for pupils with SEND.
- To ensure the school's SEND policy is implemented.
- To ensure all funding is identified, accessed, and traced.

- To role model quality first teaching in your own practice and ensure that it is embedded throughout the school.
- To undertake and maintain safeguarding training and to work with the DSL and other safeguarding leads where necessary.
- To maintain accurate and up-to-date information concerning the SEND Register on the management information system.
- To accurately identify pupils with SEND across the school through a rigorous assessment procedure.
- Track the progress of SEND pupils through a range of data.
- In consultation with the leadership team, to provide a programme of professional development regarding SEND that ensures all staff have the knowledge, skills and understanding to plan to teach and learn effectively, enabling pupils with SEND to make at least expected progress.
- To write a termly report to the Governing body on progress and developments.
- To ensure that the school carries out its statutory responsibilities regarding pupils with EHCPs.
- To ensure that the website is up to date with all relevant statements and information regarding statutory requirements.

Leadership and Management:

- Establish clear expectations and constructive working relationships among staff.
- Lead the deployment of the TA team to ensure the effective impact on pupils with SEND.
- Ensure that all staff understand their role in taking collective responsibility for pupils with SEND.
- Maintain high expectations of all staff and be prepared to challenge poor performance.
- Act as a line manager to a designated subject area(s), supporting as appropriate and aiding the development of key documentation and policy implementation.
- Work strategically with the SLT, including whole school data analysis and pupil tracking
- Develop and manage systems in school which ensure pupils with SEND are supported appropriately, including:
 - Provision mapping, which builds in aspiration.
 - Close liaison with parents/carers/staff and outside agencies to ensure a consistent and collaborative approach.
 - Effective transition between phases.
 - Clear entry and exit criteria for the SEND register.

Teaching and Learning:

- Play a major role in securing outstanding classroom practice across the school.
- Provide leadership and direction for middle leaders (curriculum and achievement) to enable them to provide targeted and appropriate intervention for pupils with SEND
- Ensure that information on student progress is used to improve teaching and learning.
- To have an overview of areas of underachievement in the school and identify learning barriers that may affect achievement for pupils with SEND.
- To plan for and deliver teaching to teaching groups/classes.

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty specified not mentioned above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide visitors and telephone callers with a welcoming environment.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The post holder is expected to observe their obligations in accordance with the School's Child Protection Policy and the document 'Keeping Children Safe in Education: Information for all school and college staff' and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the post holder's line manager.

The job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential
Experience	<ul style="list-style-type: none"> • Successful teaching experience in raising student achievement. • Understanding of the National Curriculum and how it relates to SEND and other statutory guidance. • Knowledge and experience of SEND legislation and practice. • Evidence of continuing professional development relevant to the SENCO • role or willingness to undertake this training. • Experience in developing others. • Experience in dealing with safeguarding issues within a school setting. • At least 1 year of experience in the SENDCO role.
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovative curriculum based on pupils' needs. • Knowledge and understanding of the SEND code of practice and other relevant legislation. • A thorough understanding of quality assurance techniques. • An understanding of how professional development contributes to the raising of quality.
Skills, abilities, and attributes	<ul style="list-style-type: none"> • Excellent classroom teaching with experience within KS2 beneficial. • Ability to lead, motivate, influence, and inspire staff through a proactive, solution-based, and collaborative approach. • Confident to lead on staff training and professional development. • Ability to effectively liaise with pupils, colleagues, parents, and outside agencies. • Ability to build effective professional relationships. • Ability to lead, review, develop and implement policy change as a member of our senior leadership team. • Ability to prioritise, organise own work so that deadlines are met, and time is managed effectively. • Have experience of coordinating individual SEND targets and target reviews, applying for EHCPs and other funding and leading on reviews and assessments. • Have a good understanding of the use of tracking, assessment, monitoring and data analysis as an effective tool to accelerate progress and raise achievement. • Be keen to learn and develop their skills as a school leader. • Ability to delegate appropriately and empower others.

Personal Qualities	<ul style="list-style-type: none"> • High expectations of staff and pupils. • High levels of emotional intelligence and communication skills. • Ambitious for the school and for all pupils. • High personal expectations and goals. • A commitment to continued professional development. • Team player with good sense of humour. • Able to always maintain professional standards.
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status. • Relevant Degree. • SEND accreditation or currently working towards it. • Evidence of continuing professional development.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

I have read and understand my job description.

_____	_____
Employee Name	Employee Signature
Date.....	

_____	_____
Headteacher Name	Headteacher Signature
Date.....	