



#BETTER TOGETHER





WELCOME TO UFFCULME ACADEMY TRUST

I hope that this recruitment pack will give you an idea of Uffculme Academy Trust, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

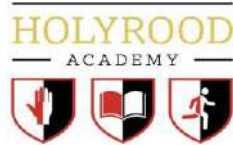
I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture, and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values - if you believe that you have the skills, drive, and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.



LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



WELCOME TO HOLYROOD ACADEMY

Dear Applicant,

Thank you for your interest in this post.

Holyrood exists to serve its community as such; we are looking for an excellent Assistant Headteacher – SENDCo and Inclusion, who shares our commitment to ensuring that the young people we serve receive the best possible standard of education. You will join a positive and hard-working team of staff who are absolutely focussed upon bringing our vision for the Academy to fruition.

Central to everything we do here is our mission for social justice at Holyrood: one that promotes social mobility and allows students to achieve brilliantly, regardless of their background. However, we are also developing a school culture wherein students feel happy, are invested in the wider aspects of school life and are not ashamed to aim extremely high. We aspire that every child with a Special Educational Need and/or Disability is intentionally included in all aspects of school life.

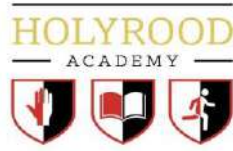
We are a school that values the building of positive and compassionate relationships with students, and we place high aspiration, quality classroom delivery and 'feeding the Holyrood culture' at the heart of what we do.

The appointment of an Assistant Headteacher – SENDCo and Inclusion is an absolutely crucial one at Holyrood. We are proud of how our SEND provision is developing and we have a clear ambition for all aspects of this provision to be truly excellent. We would welcome your leadership and input into setting this direction.

If this vision matches your own, we would be delighted to hear from you.

If you wish to visit us before submitting your application, we would be glad to meet you on the following date:

Tuesday 27th September – 12:30 or 14:15



The closing date for applications is 11am on Friday 30th September 2022.

Interviews will be held the week beginning Monday 3rd October 2022.

Please do take the time to read Holyrood Way Summary, which is attached to the job advert on eteach.com, to learn more about who we are and how our leaders operate at Holyrood.

A handwritten signature in black ink, appearing to read 'Dave MacCormick', with a stylized flourish at the end.

Dave MacCormick - Headteacher



Holyrood Academy is an 11-18 Academy in Somerset with approximately 1250 students on roll – including around 150 in the sixth form. It is situated in the centre of the market town of Chard, and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.

Holyrood was last inspected in 2013 when it achieved an Outstanding rating.

Outcomes have been historically strong and despite the considerable challenges brought by the changes to KS4 programmes of study, we have consistently achieved a positive progress 8 score placing us as reliably one of the top performing secondary schools in Somerset.

Holyrood Academy is part of Uffculme Academy Trust thereby creating opportunities to work as part of a team of highly effective school leaders. It allows each school in the MAT to share good practice and provides exceptional opportunities to learn from each other. All our senior leaders are system leaders and regularly contribute to the leadership programmes of Teaching Schools across the region including those put on by our own Training School WCTSA.

The leadership team at Holyrood Academy consists of a mix of newly appointed and highly experienced senior leaders. All are driven to deliver exceptional experiences and educational outcomes for young people and have firmly bought into the UAT principles of excellence.

Holyrood benefits from a large and beautifully situated site within easy commuting distance of towns such as Taunton and Yeovil as well as the cities of Exeter and Bristol. Chard is on the edge of the Blackdown Hills and close to the Devon and Dorset coastlines.

The Academy occupies a split site; however, both sites are located on the same campus. We are therefore lucky enough to have a great deal of open space and our staff and students enjoy excellent facilities.



THE OPPORTUNITY

Assistant Headteacher – SENDCo and Inclusion

Required – January 2023 start

Hours – Permanent, Full Time

Salary – Leadership point 11 – Leadership Point 15

Main Job Purpose

Main purpose of the role:

To provide excellent strategic leadership so that SEND and CLA children receive excellent provision and achieve great outcomes in all their forms.

See the Job Description for a full breakdown of the role and responsibilities.

The closing date for this post is 11am on Friday 30th September 2022 and interviews will be held the week beginning Monday 3rd October 2022.



Post	Assistant Headteacher – SENDCo and Inclusion
Grade/salary	L11 – L15
Hours	Full Time
Responsible to	Deputy Headteacher (Achievement and Progress)

RESPONSIBILITIES:

Main Responsibilities and Duties include:

- Meeting the needs of all children on the school's SEND Register and applying the SEND Code of Practice effectively.
- Identifying and supporting other children with emerging or unknown needs, to ensure that they receive the support they need to thrive.
- Providing highly effective strategic leadership and coordination of the school's inclusion work, ensuring that appropriate provision is in place for all students in the vulnerable groups in school, (inc those students with SEND, SEMH, medical conditions, and/or those who are CLA).
- Being the SENDCo for Holyrood Academy.
- Being a Deputy Designated Safeguarding Lead and holding specific responsibility for the safeguarding cases of children on the school's SEND Register.
- Being the designated member of SLT responsible for Children Looked After (CLA).
- Ensuring that the quality of provision given by Alternative Providers is of excellent quality, and is monitored effectively in line with statutory guidance.
- Ensuring that reduced timetables are deployed effectively and tracked rigorously.
- Impacting positively on the learning; progress; achievement; wellbeing and confidence of those children in the vulnerable groups (inc those students with SEND, SEMH and/or those who are CLA).
- Ensuring that all legal and statutory requirements are met for students with SEND and/or who are CLA.
- Ensuring that our inclusive provision is both efficiently and effectively managed.
- Leading the school's literacy, oracy and reading programmes.
- Attending weekly Senior Leadership Team meetings to contribute to whole-school decision making and to represent the needs of the Sixth Form at these meetings.
- Contributing to the operational leadership of the school through line management of subjects, taking responsibility for student behaviour, supporting colleagues and being part of the school senior call rota.

**Classroom responsibilities:**

- The teaching commitment for this role is to be negotiated with the successful candidate, but will not exceed 5 hours per fortnight.
- To teach across the age and ability range in line with the Department's Schemes of Work and external examination courses in such a way to challenge and inspire students of all abilities to achieve high standards.
- Plan, prepare and teach lessons according to the students' educational needs with reference to prior attainment, subject targets, SEN and other needs, as required.
- Assess, record and report on the development, progress and attainment of students in line with Academy and department policies and procedures.
- Set high expectations for students' behaviour establishing and maintaining a good standard of discipline through well focused teaching, effective classroom management and through positive and productive relationships.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards. .
- To set and mark work for classes according to school guidelines.
- To set appropriate, quality homework in accordance with the Academy timetable.
- Liaise with support staff, such as Teaching Assistants, to ensure a coherent programme of study for students in the classroom.
- To follow Academy procedures for preparing, presenting and assessing students' work.
- Take an active part within the Academy's monitoring, evaluation and review programmes, professional development activities and teachers' Performance Management structures and cycle
- Attend staff briefings and departmental meetings as required.
- Carry out a share of supervising duties in accordance with published schedules.
- Carrying out such other tasks commensurate with the above as may be required from time to time by the Headteacher.

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.



The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



PERSON SPECIFICATION – ASSISTANT HEADTEACHER – SENDCO & INCLUSION

Essential	Assessed through
Good honours degree (2:1 or higher)	Application
QTS status	Application
Possession of or willingness to work towards the National Award for SENDCos.	Application & interview
Possession of or willingness to work towards Level 3 Safeguarding training.	Application & interview
Experience of leading a curriculum or pastoral area of the school – experience as either a Head of Department, Head of Year, Senior Leader, SENDCo or Deputy SENDCo is desirable.	Application & interview
Well-developed knowledge and experience of SEND, current issues, SEND Code of Practice and statutory assessment process.	Application & interview
Successful impact at Middle and/or Senior Leadership level.	Application & Interview
Well-developed knowledge and experience of the features of high quality SEND provision at universal, targeted and specialist levels.	Application & interview
Excellent interpersonal skills	Application, references & interview
A genuine love of inclusion and rapport with young people and their families.	Application & references
Experience and evidence of securing improvement and/or managing change at whole school level.	Application, references & interview.
Evidence of ability to secure outstanding outcomes at GCSE and A-Level for SEND students.	Application & interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement.	Application & references
Excellent ICT skills.	Application & references
Excellent organisational and time management skills.	Application, references & interview.
Excellent relationships with colleagues.	References
Evidence of support for and input into the enrichment or extra-curricular programme.	Application & interview



Ability to communicate effectively at all levels, especially with agencies, families and students.	Application, references & interview.
A clear understanding of the national agenda and key areas of SEND change.	Interview
A sense of humour.	Interview
Infectious enthusiasm and relentless positivity.	Interview
Creativity, imagination and ideas.	Application & interview
Flexibility.	Application & interview
Desirable	Assessed through
Experience of teaching in at least two schools	Application
Postgraduate academic qualification(s)	Application
Excellent academic attainment at undergraduate or postgraduate level	Application
Participation in a relevant leadership development programme run by a nationally recognised organisation e.g. NPQs, SSAT, NCTL, Ambition Institute, Chartered College of Teaching, SENDCo Award.	Application
Responsibility for the performance management of other staff	Application & interview
Evidence of wider professional learning in the fields of SEND and inclusion.	Application & interview
Ambitions and potential for further Senior Leadership development towards Deputy Headship and Headship.	Interview

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.

Employee Name Date

Employee Signature:..... Date:.....



About Us

Uffculme Academy Trust is a unique partnership of schools working as a multi academy trust (MAT) across Devon and Somerset.

Our mission is to deliver excellent education from the ages of 2-18 so that children and young people fulfil their potential, lead safe happy lives, and make a positive contribution to society.

The Trust is creating and supporting a network of exceptional schools where:

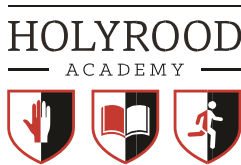
- each school within the Trust sits at the heart of it's community,
- aspirations and expectations are high, and achievable, for everyone,
- the culture is joyful, and children and staff enjoy coming to work and learn.

We are supportive of learning and development, encouraging our staff to broaden their skills and knowledge through CPD.

If you are looking to work in a fast-paced environment, share our values and can help us to make Uffculme Academy Trust an even greater place to work and learn, then we would love to hear from you.



AXE VALLEY ACADEMY is an 11-16 school, with 590 students, based in Axminster, Devon – a beautiful market town based in East Devon. With its quaint villages and unspoilt countryside, and just a few miles inland from the Jurassic Coast World Heritage Site, Axminster is the perfect place to live and work, with the best of Devon and Dorset on its doorstep.



HOLYROOD ACADEMY is an 11-18 Academy in Somerset with approximately 1330 students on roll including around 150 in the sixth form. It is situated in the centre of the market town of Chard, and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.



NEROCHE PRIMARY SCHOOL is truly an exceptional place of learning – it is a single form of entry school with one class for each year group. We have over 210 pupils from Reception to Year 6 as well as over 40 children on role in our preschool setting.



UFFCULME PRIMARY SCHOOL is a single form of entry school with one class for each year group, with over 220 pupils from Reception to Year 6. We place great emphasis on knowing children as individuals and identifying their individual needs. We provide a safe and happy environment in which all children can reach their full potential.



UFFCULME SCHOOL was the founding school of the Uffculme Academy Trust and exemplifies our key values. A truly outstanding 11-16 school with approximately 1060 students on roll, based between Taunton and Exeter, near the rolling Blackdown Hills and close to the M5 motorway.



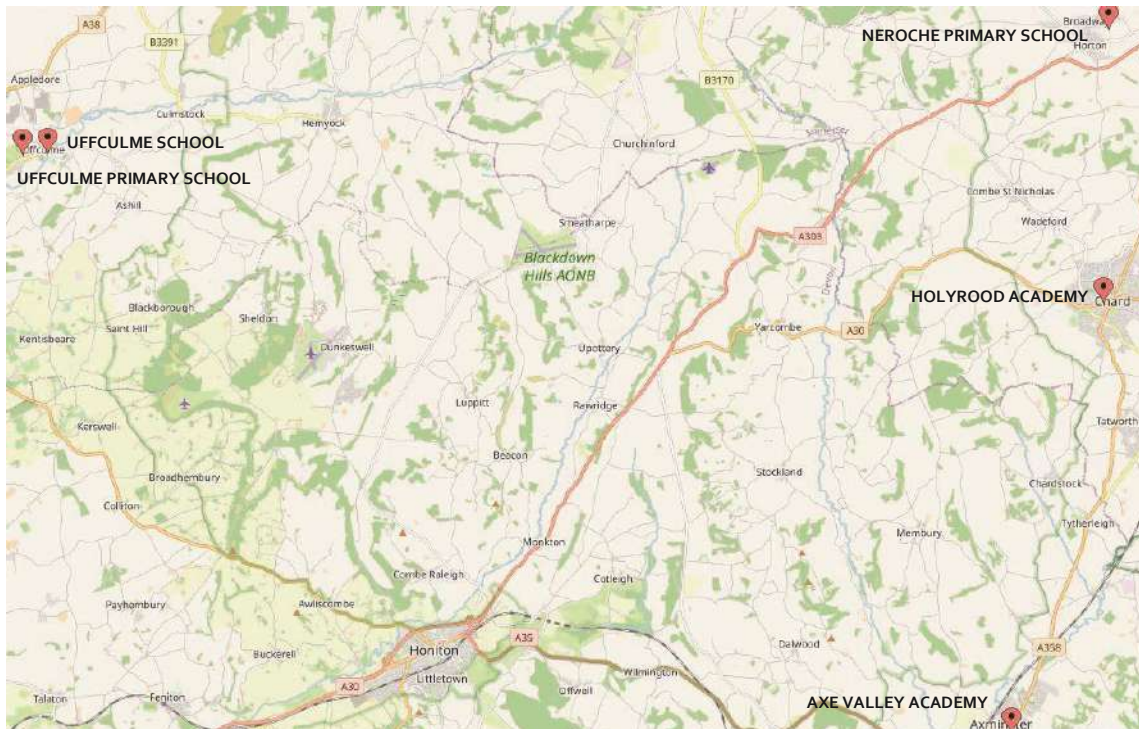
WEST COUNTRY TRAINING ALLIANCE demonstrates the value the Trust places on developing our staff and growing our own talent. WCTSA are a strategic partner of the Southwest Institute for Teaching (SWIFT) and provide high-quality continuous professional development, Initial Teacher Training (ITT) and support for school improvement. WCTSA is based at Uffculme School, which acts as the lead school for our School Direct ITT programme.



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and South Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking, and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



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