

# CITY ACADEMY NORWICH

Candidate Recruitment Pack

## Assistant Headteacher – SEND/CO & Inclusion

Closing Date | Midday 1<sup>st</sup> July 2022

Interviews | 8<sup>th</sup> July 2022

Start | As soon as possible



# A welcome from the CEO

Dear applicant,

Thank you for your interest in this exciting position.

You will be joining City Academy Norwich (CAN) at an important time, as the school is due to join Sapiientia Education Trust in September 2022. For the past 4 years CAN has been supported by the Bohunt Education Trust and standards have risen significantly.

The Assistant Headship at CAN is a great opportunity. School improvement is well underway, there is a hardworking and committed staff team in place and excellent facilities. The school roll is growing, and community links are strong and highly valued. The school will be appointing a new Headteacher in the very near future who will start in September 2022. It is envisaged that this appointment will be in place prior to the interview for the Assistant Headteacher role.

We are highly ambitious for the school, and this is a key appointment to help shape and define the future. The post has arisen due to the current post holder securing a promotion to Deputy headship in another local school. The school received an 'RI' from Ofsted in 2019, the latest monitoring report was positive, reporting that 'effective progress' was being made towards securing a 'good' judgment.

We are looking for the right person to lead the team, with drive, enthusiasm, and evidence of significant impact at middle or senior leadership level. You will have pupils at the core of your educational philosophy, be research informed and have a strong commitment to professional development, both your own and that of colleagues. You will be strongly inclusive in outlook and have secured, or be well on the way to completing, the National SENDCo qualification.

We will provide you with access to trust wide professional learning and networks across our trust, including the support of our Director of inclusive learning, who is a regionally recognised SEND expert.

If you would like an informal conversation about the role, please contact Jade on 01953 609000, ex 3497 or [jade.obrien@se-trust.org](mailto:jade.obrien@se-trust.org) and we will arrange a conversation with Jonathan Taylor, CEO.

We hope this excites you – if it does, please apply!

Best wishes

**Jonathan Taylor – CEO**



## Background Information

Almost four years ago, Bohunt Education Trust (BET) began working in partnership with City Academy Norwich (CAN) to develop teaching and learning in the school. During this time, their work has resulted in significant and rapid improvements across all areas of CAN, benefiting students and staff alike. The BET team, together with CAN's governing board and leadership team believe it is essential that this journey of improvement and evolution continues. However, BET's geography has presented a challenge to the transition of CAN to their Trust and as such, over the last few months the BET team have helped CAN explore a long-term education partner to deliver the same high-quality support that has made such a difference to the school.

In consultation with the DfE, several MATs were approached, and we are delighted that Sapientia Education Trust is the trust of choice - to build on the excellent work led by CAN and BET staff.

CAN is an 11-16 community school with 650 students. The roll is growing and the Year 7 intake in September 2022 will be at or close to the PAN of 150. CAN serves an urban catchment in Norwich and is in close proximity to the UEA.

The school was rebuilt around 10 years ago and is very well resourced. There is a strong leadership team in place and CAN has benefitted immensely from the support of the Bohunt Education Trust. (BET).



This is an exciting time as we look to further improve standards and the benefits from joining Sapiaientia Education Trust, which runs 16 other local schools.

## Our trust

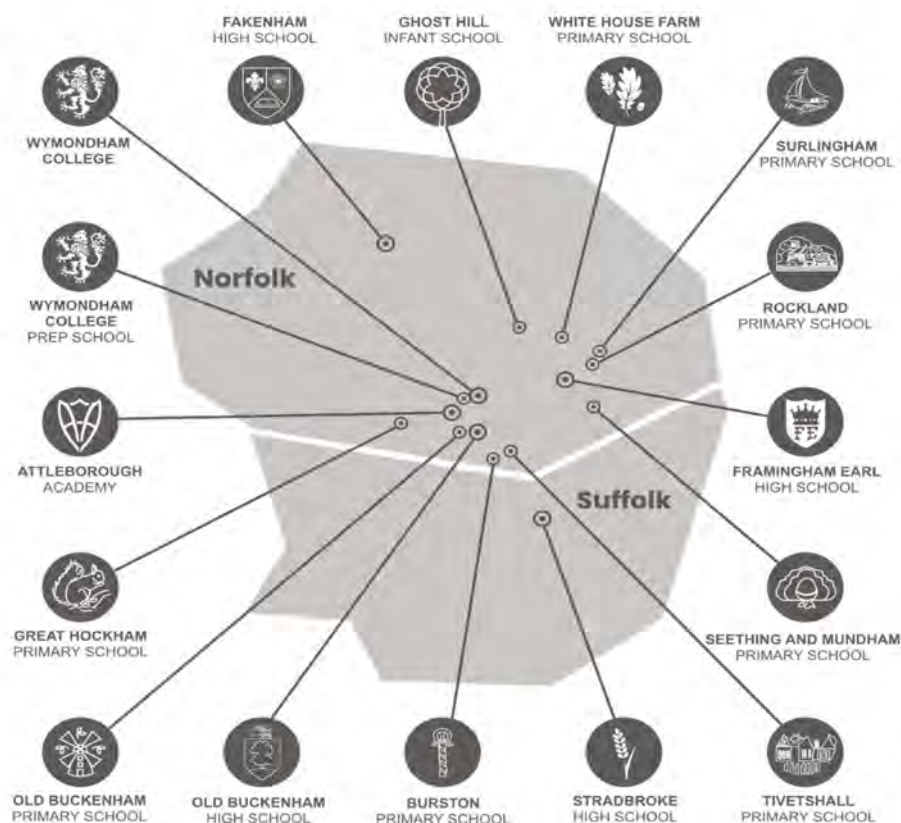
The Sapiaientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapiaientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.





## Testimonials

**Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:**

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapientia Education Trust. Sapientia has 16 schools – six secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapientia's considerable achievement.'

**Ofsted has recognised the impact of our work in a number of recent inspections:**

*"Leaders and the trust have created a have created a climate where pupils and staff feel valued and supported."* (Tivetshall Primary Oct -2021)



*"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning."* (Great Hockham Primary – Nov 21)

*"The trust has added impetus and expertise"* (Attleborough Academy – Nov 21)

*"Staff value the training and support they receive, including that provided by the Trust"* (Burston Primary – Dec 21)

*"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic, and clear about what needs to be done next for standards to continue to rise"* (Old Buckenham Primary – Feb 2019)



# Job description

## Assistant Headteacher – SENDCO & Inclusion

City Academy Norwich (CAN) wishes to appoint an experienced and effective individual to lead the Schools SEND and inclusion provision and manage the Strategic development of the school's Special Educational Needs (SEND) department and oversee inclusion, with the aim of maximising students' progress, achievement, and attainment.

Flexibility and resilience are prerequisites of this post together with discretion and diplomacy. It is compulsory for candidates to hold a recognised SEND qualification.

Reporting to the Headteacher in their role as SENDCo, the post-holder's primary role will be to coordinate SEND and Inclusion provision, overseeing all student and staffing requirements and managing a team of support staff.

He/she will abide by the Code of Conduct for Staff and Volunteers at City Academy Norwich.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### Specific Responsibilities

- Put provision in place to ensure that the progress of students with SEND improves
- Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health and Care Plan (EHCP);
- Support all staff in understanding the needs of SEN students and departmental developments of SEN provisions
- Monitor progress towards targets for students with SEN needs
- Analyse and interpret relevant school, local and national data
- Liaise with staff, parents, external agencies, and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision
- Co-ordinate all Annual Reviews and reviews of EHCP and/or PSPs and EHAs where appropriate and attend / chair when necessary
- Attend Year 6 Annual Reviews for primary students with EHCPs to help facilitate continuity and progression through the development of transition programmes
- Line manages all Learning Leads and LSAs
- Exercise a key role in assisting the Headteacher and Trust with the strategic development of SEND policies.



## Teaching and Learning

- Support the identification of the most effective teaching approaches for individual students with SEN needs
- Lead and oversee EAL and support initiatives to promote inclusion in school and the local community
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs
- Monitoring of teaching quality and student progress and achievement, in line with quality first teaching
- Target setting – EHCPs, or Provision Maps, PSP, EHA
- Keep up-to-date accurate records
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day coordination of SEN students' provisions through close liaison with staff, parents, and external agencies
- Work with Senior Leaders, Middle Leaders, and classroom teachers to ensure all students' learning is of equal importance and that there are high and realistic expectations of students

## Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings
- Lead on the performance management process for all SEN staff
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular departmental updates to the Deputy Headteacher
- Work closely with Learning Leads to develop suitable alternative curriculum plans, as appropriate, for students with SEN needs.





# Person specification

## Personal Qualities

CAN expects its SENDCo/Inclusion lead to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking
- Be creative and proactive in finding solutions
- Be flexible and adaptive to changing needs and priorities
- Be resilient, calm, and tenacious under pressure
- Be insightful and analytical with good problem-solving skills
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents, and the wider community
- Be a self-reflective practitioner who always seeks to improve
- See the 'big picture' in relation to whole school priorities & improvement
- Able to reason their educational philosophy, in tune with the school ethos
- Be willing to contribute to the extra-curricular life of the school
- Possess a sense of humour
- Have the ability to inspire and enthuse staff and students about their subject
- Be highly self-motivated, able to energise and motivate others
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject

## Professional Competence

CAN expects its SENDCo/Inclusion lead to have the following professional competences:

- A national SENDCo qualification is essential
- Be an outstanding Teacher with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress
- Have excellent understanding of what constitutes excellence in teaching and learning and SEND provision
- Have a keen understanding of data and be able to analyse patterns in performance over time
- Be a positive role model for students and staff on a day-to-day basis
- Collaborate effectively with staff, parents/carers, and students
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement
- Excite and engage visitors about the School at Open Evenings and all other events
- Have very high expectations of the learning of all students at all times
- Work with colleagues across all key stages to ensure embedded transition from Key Stage 2 to 5
- Have a good working knowledge of EHCP statutory requirements as well as experience of working with multi-agencies making referrals when necessary (EP, SALT etc).
- Contribute to SLT, as a full member of the SLT team
- Contribute to the Trust, as a senior leader within a Trust school
- Lead relevant training and contribute to line leadership

# Terms and Conditions

This post is offered on a full-time, permanent basis and is based at City Academy Norwich.

## Remuneration

Competitive on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.  
The Trust provides a SODEXO benefits package to all staff.

## Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## Interview process

**Application will be considered upon receipt.**

### Interview process

- Candidates will be shortlisted
- Psychometric tests will be sent for completion
- References will be requested

The interview process will be over 1 day and will include:

- Lesson observation and feedback
- Values based interview
- Staff and Pupil panel
- Written tasks
- Data task
- School Improvement task
- Meetings with staff, pupils, and governors
- Final panel, including presentation



## How to apply

Complete an online application form via our website - <https://www.se-trust.org>  
Please explain how your experiences to date equip you to lead a world class education at City Academy Norwich. Please limit to 1000 words.

## Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Helen Youngman – Executive Assistant to the CEO by calling 01953609001 or emailing [ea@se-trust.org](mailto:ea@se-trust.org).





# Sapientia

EDUCATION TRUST

Sapientia Education Trust  
Wymondham College,  
Wymondham,  
Norfolk,  
NR18 9SZ

**01953 609000**  
**[enquiries@se-trust.org](mailto:enquiries@se-trust.org)**