



Alsop High School



APPLICATION PACK

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|--------------------|-------------------------------|
| ACADEMY: | Alsop High School |
| ROLE: | Assistant SENDCo |
| START DATE: | April 2024 |
| GRADE: | MPS – UPS plus TLR2B |
| SALARY: | £30,000-£46,525 plus (£5,351) |



CONTENTS

| PAGE | ITEM |
|------|--|
| 3 | Message from Omega Multi-Academy Trust |
| 5 | Message from the Chair of Trustees |
| 6 | Message from the Headteacher |
| 8 | Job description |
| 11 | Person specification |
| 14 | The selection process |
| 16 | Staff benefits & wellbeing |



MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of six schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of our schools Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM CHAIR OF TRUSTEES

Thank you very much for your interest in the post at Alsop High School. This post is an exciting opportunity to work in a wonderful community centred secondary school.

As a trust, we believe passionately in the power of genuine school-to-school support and are always seeking ways to add value through working collaboratively; providing opportunities for pupils and staff over and above that which an individual school can provide.

The vision of Omega Multi-Academy Trust is to provide the best school experience possible for every child and to be the best employer we can be. We believe that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our students and young people to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We are looking for colleagues who can lead by example, holding and articulating the Trust's vision and values and focusing on providing an excellent education for our pupils.

Thank you again for your interest in Alsop High School and Omega-Multi-Academy Trust and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours faithfully



Andrew Bent
Chair of Trustees



MESSAGE FROM THE HEADTEACHER

It is my great pleasure to welcome you to Alsop High School. I am both proud and privileged to be Headteacher of our caring, dynamic and truly amazing school. It is an exciting opportunity to be joining our school at this time, as we are on a journey to excellence and our school motto of *Achieving Excellence Together* embraces this vision. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

Alsop High School is a school at the heart of our community, steeped in Physical & Health Education as the largest High School in our vibrant city of Liverpool, and we have been serving the families of Walton for over 100 years. We are “Team Alsop” and our strong sense of community is evident across our staff body, with new colleagues often highlighting the support from others as a real strength of our school.

Built upon our three core values of Ambition, Respect and Community, and in line with our Omega Multi-Academy Trust mission and aims, our school vision is to provide the best possible school experience for every child. We are ambitious for every student, with high standards and expectations underpinned by compassion at the core of our drive for students to be successful; quite simply put, my personal mantra of: *Rigour With A Smile*.

We are committed to our students mastering the knowledge, understanding and skills to ensure that they achieve great things, fulfil their potential and leave Alsop articulate, resilient, compassionate and culturally aware. Our talented and committed colleagues go above and beyond to ensure that every student is provided with the challenge, opportunities and support to be successful and achieve to their full potential.

Built upon a research and evidenced based approach to curriculum development and teacher pedagogy, we have built a knowledge rich curriculum and believe that if children understand the purpose of what they are learning and why they are learning it, not only will they be more engaged but they are much more likely to remember what they have learnt and be able to use it again in the future.

In November 2020 we converted to become an academy and became part of Omega Multi-Academy Trust. Our staff are our greatest asset, with colleague well-being and workload being something we are very mindful of, and as part of Omega Multi-Academy Trust colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level.



In joining Alsop High School and, therefore, Omega Multi-Academy Trust, you will be part of a forward thinking, reflective and driven organisation whilst working within a community centred secondary school.

I thank you for your interest in becoming a member of Team Alsop; I hope our approach resonates with you and that you are inspired to want to join us in delivering on our vision. If you are passionate about career development, passionate about working with like-minded colleagues and passionate about developing positive student and parent relationships as part of our journey to excellence, then we would welcome your application.

Yours faithfully



Paul Masher
Headteacher



JOB DESCRIPTION

| | |
|------------------------|---|
| Job Title: | Assistant SENDCo |
| Academy: | Alsop High School |
| Grade: | MPS – UPS & TLR2B |
| Salary: | £30,000-£46,525 & £5,351 |
| Accountable to: | SENDCo, Headteacher & Senior Leadership Team |
| Start date: | April 2024 |
| Closing date: | Monday 15th December 2023 |

Alsop High School is committed to making a real difference to the lives of our young people and we provide outstanding learning and enrichment opportunities for them throughout their time with us. To be able to achieve this, we have a team of dedicated and outstanding staff, who will contribute to our exceptional learning community.

We are seeking to appoint an exceptional and highly talented individual with the passion and motivation to provide an outstanding service alongside the Assistant Headteacher with SENDCo and Inclusion focus.

PURPOSE

- To assist in leading and managing Inclusion (SEND), in close partnership with the SENDCo
- To support high quality teaching, effective use of resources and high standards of learning and achievement for all students
- To support the development of subject specific pedagogy for students with SEND.



This is a key role within the school and will involve working closely with the SENDCo to provide support to students with SEND; ensuring that they are able to access and maximise the facilities and resources available, and to achieve the best possible outcomes. Duties will include liaison with outside agencies., attendance at meetings with multi-agencies, parent/carers and students and effective use of data/data analysis.

The successful candidate will be enthusiastic and approachable with a "can-do" attitude and the ability to demonstrate a keen eye for detail. You will have a strong understanding of national developments within secondary education. You should have a comprehensive understanding of the needs of the most vulnerable students, significant knowledge of strategies to support students with SEND, and knowledge of SEND guidance and legislation.

The job role will involve leading and managing staff and will include:

- Support in managing the implementation of an inclusive curriculum
- Assist in the leadership and management of Inclusion staff
- Carry out professional duties reasonably requested by the SENDCo
- Support the SENDCo in sustaining the effective teaching of students with SEND across the school, leading to high quality outcomes
- Liaise with relevant outside agencies to ensure that the SEND needs of individual students are met effectively
- Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of students with special educational needs
- Provide guidance to staff on the choice of appropriate teaching and learning methods to promote an inclusive curriculum
- Deliver and support the delivery of appropriate and relevant CPD
- Deputise for the SENDCo as required

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Assistant SENDCo

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test&Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

| QUALIFICATIONS | | |
|----------------|--|---|
| E | Degree or equivalent qualification in relevant subjects and a teaching qualification | A |
| E | Up-to-date in-service training in subject and whole school issues | A |
| D | Additional qualifications relevant to the post | A |
| E | Training in a range of SEND | A |
| E | Qualified Teacher Status (QTS) or equivalent | A |
| D | National Award in SEND Coordination (NASENCo) / attain qualification | A |

| KNOWLEDGE AND UNDERSTANDING | | |
|-----------------------------|---|-----|
| E | Strong working knowledge of the National Curriculum, issues and developments | A&I |
| E | Knowledge of equal opportunity issues for students and staff | A&I |
| E | A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation | A&I |



| EXPERIENCE | | |
|------------|--|-----|
| D | Working knowledge of the SEND Code of Practice 2014 | A&I |
| E | Knowledge of the Equality Act 2010 | A&I |
| E | Experience of working with a range of students across all secondary age ranges with special educational needs | A&I |
| D | Experience of making reasonable adjustments within a mainstream setting in order to meet student's needs | A&I |
| E | Experience of writing pupil passports, support plans, smart targets and planning support and intervention based on external agency advice | A&I |
| E | Experience of completing external agency referrals | A&I |
| D | Experience of applying for Educational Healthcare Plans | A&I |
| D | Experience of planning and leading multi-agency meetings previous school | A&I |
| E | Experience of completing assessments to assess learner needs | A&I |
| E | Experience of working collaboratively to raise standards of student's achievement | A&I |
| E | Skilled at making and sustaining positive relationships with students | A&I |
| E | Experience of effectively managing students' behaviour in a positive manner, with consistent clear boundaries following the school's behaviour for learning policy | A&I |
| E | Knowledge and understanding of effective SEND pedagogy | A&I |
| E | Able to stimulate students' interest in learning | A&I |

**PERSONAL QUALITIES AND SKILLS**

| | | |
|----------|---|-----|
| E | Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments | A&I |
| E | Excellent administration, organisation and management skills | A&I |
| E | Excellent information and communication technology skills . | A&I |
| E | A commitment to raising achievement across the whole age and ability range | A&I |
| E | Ability to multi task and deal with numerous challenges simultaneously | A&I |
| E | Willingness to be involved in extra-curricular activities | A&I |
| E | Ability to motivate and coach staff to perform to the best of their ability | A&I |
| E | Commitment to developing links with parents, the community and business | A&I |
| E | Driven towards achieving results for all in terms of levels of progress | A&I |

PERSONAL QUALITIES AND SKILLS- CONTINUED

| | | |
|----------|--|-----|
| D | Awareness of new& relevant developments and initiatives in education | A&I |
| E | Highly developed interpersonal and communication skills | A&I |
| E | Demonstrate professionalism when dealing with colleagues in challenging circumstances | A&I |
| E | An ability to deal sensitively with students who may be vulnerable or require emotional, personal or physical support. | A&I |
| D | ICT literate- excellent data base skills, spreadsheets, Individual Education Plans. | A&I |

PRE-EMPLOYMENT CHECKS

| | | |
|----------|---|-----|
| E | Positive recommendation from all referees, including current employer | R |
| E | DBS Clearance post appointment | N&A |



THE SELECTION PROCESS

HOW TO APPLY:

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email office@alsophigh.org.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form from our website.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

Closing date for applications:

15th December 2023

Start date:

April 2024



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

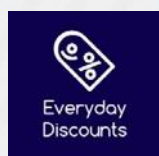
Dave Taylor
Pastoral Support officer



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24&7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



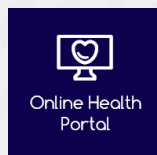
An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



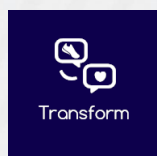
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

Alsop High School
Queen's Drive, Walton,
Liverpool, Merseyside, L4 6SH

Telephone: 0151 235 1200
Email: office@alsophigh.org.uk
www.alsophigh.org.uk

Omega Multi-Academy Trust
Lingley Green Avenue, Great Sankey
Warrington, Cheshire, WA5 3ZJ

Telephone: 01925 988330
Email: enquiries@omegamat.co.uk
www.omegamat.co.uk