



Co-op Academy  
North Manchester

# Assistant SENDCO Candidate Pack

*Together, we have the highest aspirations and expectations so that everyone achieves excellence in all they do and is equipped to lead happy and successful lives."*

*"WORKING TOGETHER FOR THE BEST IN EVERYONE"*



# Welcome

## Dear Candidate,

I am delighted that you have shown an interest in our Assistant SENDCO vacancy here at Co-op Academy North Manchester.

Co-op Academy North Manchester's vision is 'Together we have the highest aspirations and expectations so that everyone achieves excellence in all they do and are equipped to lead happy and successful lives.' The vision and values of the Academy and those of Co-op Academies Trust are at the heart of all that we seek to achieve and are evident throughout the school.

You will be joining us at an exciting time as the academy enters a period of growth. Together we have been really successful but now we need to increase our teaching capacity so that we can secure an even better future for our pupils, staff and wider community.

Here at Co-op Academy North Manchester, we take time to know our pupils and have the highest expectations and aspirations for them. Our pupils are polite and courteous and excellent relationships are at the heart of our success. The academy prides itself on offering a rich curriculum that includes an extensive range of extra-curricular activities and clubs for all pupils which promotes their understanding of the world in which they live and the difference that they can make within it. Our Safeguarding/PSHE/SMSC and Careers curriculum is a strength of the academy and pupils develop a range of skills that enable them to be confident to be who they want to be.

Strong leadership has been at the heart of our success. Our leaders are committed and reflective individuals who are themselves empowered, but who also have the ability to both inspire and empower others to realise our academy's vision. We understand and implement the Co-op Ways of Being of: 'succeed together', 'show you care', 'be yourself always' and 'do what matters most', understanding the unique importance of each as well as how they must be implemented together to ensure that success is achieved in the 'right' way.

We do hope that once you have read the information provided in this pack, you are excited by the prospect of joining us and are keen to be a part of our next chapter. If you would like to experience the academy first hand please contact Michelle Campbell-Jones, PA to the Leadership team at [michelle.jones@coopacademies.co.uk](mailto:michelle.jones@coopacademies.co.uk) to book a tour of the Academy.

With warmest wishes,

**Sharon Hands**  
Principal

Ofsted Report - <https://reports.ofsted.gov.uk/provider/23/142762>



"Pupils' behaviour is good.  
They are courteous, happy  
and confident. Pupils'  
conduct around school and  
attitudes to learning  
are positive"

Ofsted 2019



# Our Trust

Through a great education The Co-op Academies Trust are changing the lives of young people across the North of England. Built on the same principles as all co-operatives across the world, we work to empower our staff and our young people to work together for a better education and a better community.

They have consistently been one of the highest performing multi-academy trusts in the Government's Multi-Academy Trust League Table, also being recognised by the Sutton Trust Charity and the Education Policy Institute as one of the top performing multi-academy trusts for disadvantaged pupils.

What makes our Trust unique is that we are sponsored by the Co-op Group. That close relationship means that we benefit from all of the business expertise that has seen the Co-op grow to one of the most respected, ethically driven and successful businesses in the country.

You can find out more about our Trust by visiting [www.coopacademies.co.uk](http://www.coopacademies.co.uk)

## SEND at Co-op Academy North Manchester

Supporting pupils with SEND at Co-op Academy North Manchester is about ensuring all pupils are able to be happy and successful with an emphasis on quality first teaching, clear provision mapping and high quality interventions. Pupils with SEND at Co-op Academy North Manchester thrive.

Supporting pupils with SEND is invested in strongly in our academy through excellent teaching and learning, Higher Level Teaching Assistants and Teaching Assistants who ensure all pupils have equity and progress well.

The SEND department are moving to a newly expanded designated area of the school. The spaces are adapted to ensure pupils and staff are well supported. We also invest in our own Educational Psychologist, Alternative Provision and have speech and language therapy and counselling services weekly so it's a great time to join us.

**Mrs H Garsden**  
SENDCo

## Learning outside of the classroom

Here at Co-op Academy North Manchester we believe that Home Learning enhances pupil learning by increasing fluency and independence. Home Learning is carefully planned and as such is an integral part of the curriculum. Home Learning supports pupils in developing detailed knowledge and skills. Similarly our remote education offer given to pupils is demanding and match the aims of the in-class curriculum. We also offer a large number of extra-curricular clubs, trips and visits that pupils can be involved in over the course of the year. There are clubs which are directly related to subjects that pupils study, and those which are not. The variety on offer makes sure that the interests and needs of all our pupils are catered for.

**Mr M Thompson**  
Assistant Vice Principal Teaching & Learning

## Curriculum

The curriculum at Co-op North Manchester is designed to ensure that pupils receive an excellent education. The curriculum is broad and balanced to give pupils the opportunity to explore a range of subjects over the course of a 3 year KS3 before specialising in KS4. It is our belief that each subject discipline offers valuable knowledge, skills and experiences that are unique to it and all of our pupils are entitled to access to this. All subjects are taught by subject experts who have a clear understanding of what pupils need to know, understand and be able to do to make progress in their subject. Subjects are delivered with high levels of authenticity and subject leaders focus on what it means to be an expert in their subject before providing opportunities for pupils to develop in this way.

As a specific part of our curriculum pupils in year 7 and 8 follow our reading curriculum which is time dedicated for them to read, be read to and develop a love of reading. Pupils are given the opportunity to read full novels, develop their fluency and vocabulary.

**Mr B Sinnott**  
Vice Principal Quality of Education

"positive relationships extend to lessons, where pupils are confident to ask questions, express views and read aloud."

Ofsted 2019

Leaders plan an extensive range of extra-curricular activities and clubs for pupils. These comprehensively cater for pupils' wider academic, cultural, artistic and sporting interests. As a result, pupils, including disadvantaged pupils and those with special educational needs and/or disabilities (SEND), regularly participate in the activities provided"

Ofsted 2019

"pupils speak, read and write with growing accuracy, confidence and fluency"

Ofsted 2019



## Safeguarding

“A strong culture of safeguarding exists throughout the school. Pupils say that staff know them and care about their well-being”

Ofsted 2019

We take safeguarding very seriously at Co-op Academy North Manchester and it is important to us that all pupils feel happy and safe in and out of school. We have a large team who are trained in all aspects of safeguarding and we have a comprehensive continuing professional development package to ensure we are always up to date and current. I am often asked by people what the challenges of being a safeguarding lead in an inner city secondary school are but I always remind people that in our school, we work to our belief that safeguarding is everyone's responsibility and we work hard together to keep children safe. If you want to work in an environment where no two days are the same but every day is rewarding, then do consider applying.

**Mr M Halshaw**

**Assistant Vice Principal Behaviour & Safeguarding and Designated Safeguarding Lead**

## Mental Health & Wellbeing

We have always been at the forefront of looking after both pupil and staff mental health and wellbeing and we have extended this even further in recent years. We have a range of workload and wellbeing strategies, ways of working which keep us connected as well as a very strong employee assistance offer. Here at Co-op Academy North Manchester, we value the individual and ensure that we have access to counselling services, our resident EP as well as lots of events such as Time to Talk, our Mile Walk and other therapeutic services which benefit pupils in many ways. We are really proud of our mental health and wellbeing offer. If you believe, as we do, that mental health and a strong sense of identity and community is as important as academic success or physical health, then we'd love to hear from you.

**Mrs S Fiddler**

**Assistant Vice Principal Behaviour & Community**

## Behaviour and Attendance

The tools for strong attitudes to learning such as resilience, confidence and self-esteem are encouraged and developed as part of Co-op Academy North Manchester's curriculum. As a Maths teacher myself, I find my time in the classroom stimulating and rewarding. The strength and quality of relationships, underpinned by the respect and trust between staff and pupils ensures that teaching at the academy is an extremely enjoyable experience. We work hard to instil high levels of engagement in the classroom and are committed to ensuring that pupils are challenged if we think they could improve. The academy needs staff who are committed to bringing out the best in our pupils and who will have the highest of expectations of them; if that's you, then please get in touch.

**Ms R Hepworth**

**Vice Principal Behaviour, Personal Development & Welfare**

“Bullying records show that incidents of bullying are followed up and resolved effectively.

“Pupils are taught how to keep themselves safe from the risks of exploitation, including when using social media”

Ofsted 2019

“Pupils enjoy school, attend regularly and learn well”

“The actions of leaders to improve the attendance of pupils, which was previously extremely low and a major factor contributing to their weak progress, is now consistently good”

Ofsted 2019



## Our CPD Offer

Whether you are an Early Careers teacher, a NQT or an established classroom practitioner, at Co-op Academy we are committed to your professional development. Our in house CPD programme is a strength of our Academy. We work together as a whole staff, in departmental and pastoral teams and in other smaller groups to debate teaching and develop our leadership skills. At present, examples of our offer include:

- ⇒ Whole school CPD
- ⇒ Termly Lesson Study cycles where teachers work to plan, teach and refine lessons and sequences of learning, sometimes in departments and sometimes across the school.
- ⇒ Subject knowledge enhancement experiences such as visits to other schools
- ⇒ Engagement in wider education research
- ⇒ A planned series of IRIS film clubs where staff come together to share approaches and debate teaching and learning
- ⇒ Whole school instructional coaching
- ⇒ Access to 1:1 Teacher Coaches
- ⇒ Access to 1:1 observations of colleagues
- ⇒ A range of bespoke training provided by the Academy Trust to meet individual needs including subject conferences, subject knowledge events and pupil centred learning events.
- ⇒ Job shadowing to support career aspirations
- ⇒ Teach Meets and Teach Eats providing opportunities to share and learn from colleagues across the school and other Academies
- ⇒ External courses such as those offered by the PTI, The National College, exam boards or other professional bodies
- ⇒ 'Leadership at all levels' course for any member of staff who is an appraiser or who wishes to develop their leadership skills. Three internally facilitated sessions, one per term
- ⇒ The opportunity to attend middle leader session to prepare for becoming a TLR post-holder
- ⇒ A range of course for middle leadership which are both internal and externally facilitated

## Wellbeing

Wellbeing is articulated in the cornerstone of our vision in terms of everyone leading 'happy and successful' lives but we also recognise that a 'one size fits all' approach is not appropriate. What would be useful for one person may not be what another needs in order to feel happy and confident. We respect each other, our environment and ourselves and our wellbeing offer underpins that commitment. To ensure the Academy is a healthy and safe place to be means that our wellbeing offer is varied, personalised and changes dependent on the needs of the people in the organisation at any one time.

Examples of some of the approaches we use to support mental health and happiness:

- ⇒ Time to talk
- ⇒ Access to counselling service
- ⇒ Mile walk
- ⇒ Mindfulness
- ⇒ Free tea and coffee
- ⇒ Policies contributed to by staff
- ⇒ Your Voice Survey
- ⇒ Our commitment to a values led organisation
- ⇒ An extensive extra curricular offer
- ⇒ CPD programme
- ⇒ Workshops on identity, diversity and community
- ⇒ Parent support for issues such as e-safety, self-harm and self esteem

## Middle Leadership

Our middle leadership works closely with the Senior Leadership team and there are opportunities to work on development across school. There are a number of training opportunities available such as:

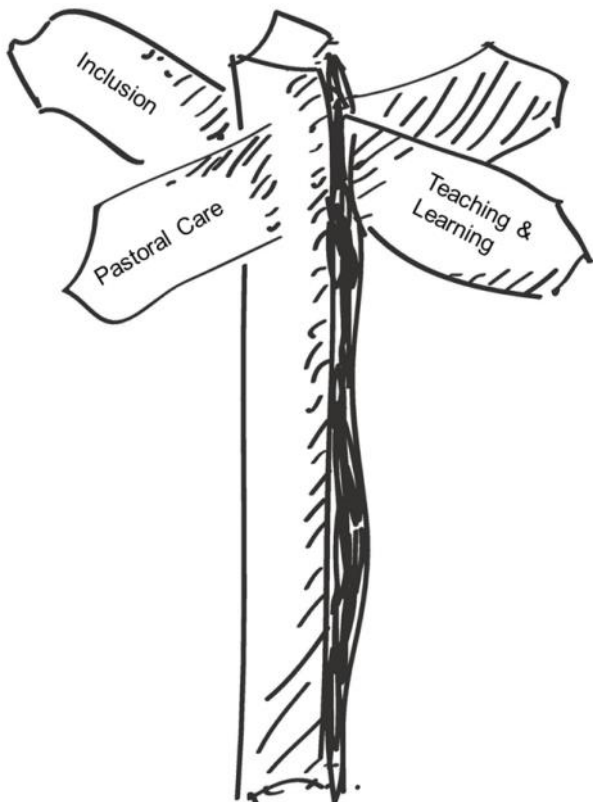
- The CSLE programme - the Co-operative Senior Leadership in Education programme
- NPQSL
- Job shadowing and working with those we host on leadership residencies
- Weekly Middle Leader training and contribution to leading elements of these
- NCE Levels 3, 5 and 7
- NPQs



## Leadership Development

At Co-op Academy North Manchester, all staff, are encouraged to lead in a variety of ways. Leading some, part or even a whole of one of the experiences listed allows you to:

- Work with pupils whom you may not necessarily teach
- Build strong relationships
- Collaborate with staff in different subjects and roles across the Academy
- Be an important part of providing the rounded education at the heart of our vision and values.



Being committed to leading in the classroom is one thing, investing time in pupils beyond that to develop them as leaders is extraordinarily powerful.

Take a look at our 52 ways you can lead on the next page. There are many, many more and we are always open to new ideas and approaches.

Our 52 suggestions are just that but they do allow us to work across the pastoral and academic spectrums and work with young people as the whole child. It's also what pupils remember when they leave and ask for more of when they talk to us in 5 a day.

## 52 Ways to lead

Trip or Visit	Charity Event	Pastoral Meeting	Assembly
Intervention	Lunchtime club	Sporting club	STEM activity
Teachmeet	Eco Club	Arts project	Blog
Lecture	IRIS group	Reading group	Literacy activity
Co-op project	CPD session	Masterclass	Transition
Social Action Project	Extra-Curricular Activities	Teaching & Learning group	Rewards initiative
Lesson Study trio	Research-based project	Theatre experience	Mental Health First Aid
Learning Environment	How to revise session	Enterprise project	Anti-bullying ambassadors
Fundraising Campaign	Staff/Pupil event	Coaching group	Attendance initiative
Fairtrade project	Presentation to leadership	Give a pupil lecture	Homework hub help
Inter-form competition	Working party	Department Meeting	Year group challenge
Homework initiative	Ways to say thank you	Pupil voice activity	Scheme of Learning
Cross-curricular activity	Campaign e.g. plastic reduction	Guest event e.g. poet, artist, speaker	Events/activities for the community





Co-op Academy  
North Manchester

"Leaders promote positive values clearly and consistently. They support a culture where pupils are confident, considerate of others and hard-working"

Ofsted 2019

## Assistant SENDCo

Salary: Teachers–MPS / UPS + TLR2c

Associate Staff - Grade 8–31-35 £35,336–£39,571 (Actual £30,294–£33,925)

Location: Co-op Academy North Manchester

## Purpose of the role

**To assist in managing the provision for pupils identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources and high standards of learning and achievement for all pupils**

### Key Functions

- To assist the SENDCo in leading the provision for pupils with special educational needs within the academy
- To manage appropriate resources for special needs and Learning Support and ensure that they are used efficiently, effectively and safely
- Within the context of the academy's aims and policies, to work with the SENDCo to develop and implement intervention groups and support
- To provide all those with involvement in Special Needs and Learning Support, the support, challenge, information and development necessary to sustain motivation and secure improvement in learning
- Assist the SENDCo with EHCPs, managing own caseload working with Educational Psychologist and Alternative Provision.
- Leading ADPR cycles
- Assist the SENDCo with annual reviews
- Maintain the academy's provision map
- Be the line manager for designated teaching assistants and/or higher level teaching assistants
- Support the SENDCo in the quality assurance at interventions
- Provide ongoing training advice and support for staff with regards to Special Educational Needs best practice
- To support the online and remote curriculum for pupils with Special Educational Needs
- Support the academy's Equality, Diversity and Inclusion plan with regards to pupils with Special Educational Needs
- Ensure that our Pathways pupils have an equitable offer

### Specific Responsibilities

- To support the provision of special educational needs, including the allocation of support time and the writing of access to Learning Plans
- To liaise with relevant outside agencies to ensure that individual pupil special education needs are met effectively and that the requirements of statements of pupils with special education needs are fully met.
- Ensuring the accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of pupil's special educational needs and advise on areas to develop and support.
- To provide guidance to staff and the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Coach colleagues and participate in pedagogic discussions and development, in order to share effective practice with SEND pupils with colleagues.
- Use performance data to inform planning and teaching, including the evaluation of pupils' progress and setting of appropriate targets for improvement.
- To support the process of access arrangements in liaison with the Examinations Manager
- To effectively deploy staff within the Alternative Provision
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum within the Alternative Provision
- To coordinate the effective day to day provision of pupils within the Alternative Provision

## Person Specification

	Essential	Desirable
<b>Qualifications, Educational, Training</b>	Recent relevant in-service training	Post-graduate qualification. SENDCo qualification Degree and teaching qualification.
<b>Relevant Experience</b>	Experience of teaching SEND pupils	Experience of managing an Alternative Provision
<b>Knowledge, skills, abilities</b>	Excellent classroom practitioner. Very good oral and written communication skills. Ability to exercise control in the classroom and encourage good behaviour. Ability to generate enthusiasm for the subject and for learning in general. Ability to work as part of a team. Ability to plan, organise review and adapt. Excellent ICT skills. Ability to motivate, support and inspire trust in others. Ability to confront and resolve problems. Experience of leading and / or supporting extra-curricular activities. Knowledge and understanding of SEN strategies and Code of Practice.	Knowledge of SIMs or similar. Ability to innovate and manage change. Experience of leading initiatives beyond their own classroom.
<b>Others</b>	A passionate commitment to develop the best in young people. Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. Personal commitment to the academy's professional standards and code of conduct. A commitment to further training and a willingness to participate in relevant CPD. Willingness to be engaged in partnership and community activities. Commitment to the aims and ethos of the academy. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. Flexibility and a willingness to be involved in change.	Experience of the role of form tutor
<b>Safeguarding</b>	Willingness to consent to apply for an enhanced disclosure CRB check. Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	



# Additional Information

## General Enquiries

Any general enquiries should be directed to Michelle Campbell-Jones [michelle.jones@coopacademies.co.uk](mailto:michelle.jones@coopacademies.co.uk)

## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with the Principal please contact Michelle Campbell-Jones.

## How to Apply

All applications must be made using the Trusts application form, which can be found on our website.

Please return your completed application electronically to [noma-jobapplications@coopacademies.co.uk](mailto:noma-jobapplications@coopacademies.co.uk)

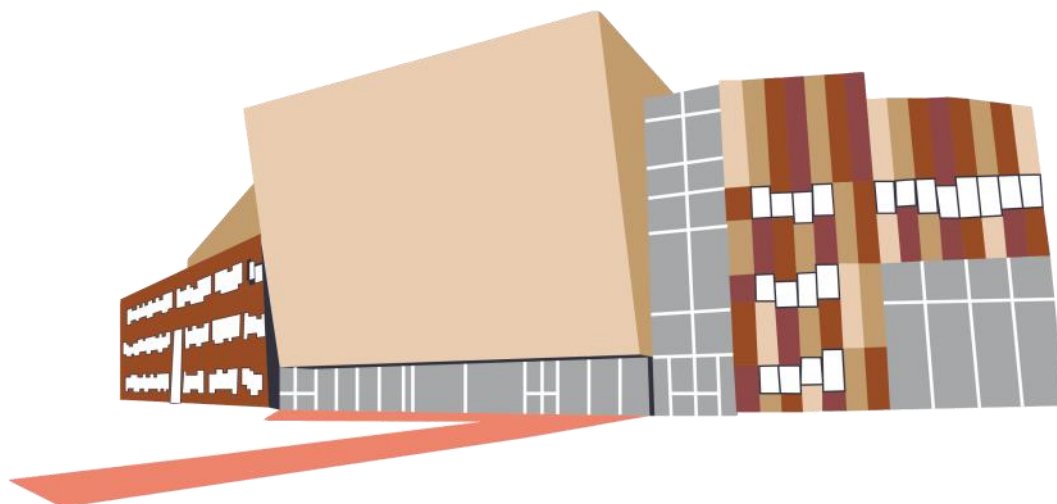
All applications will be acknowledged on receipt.

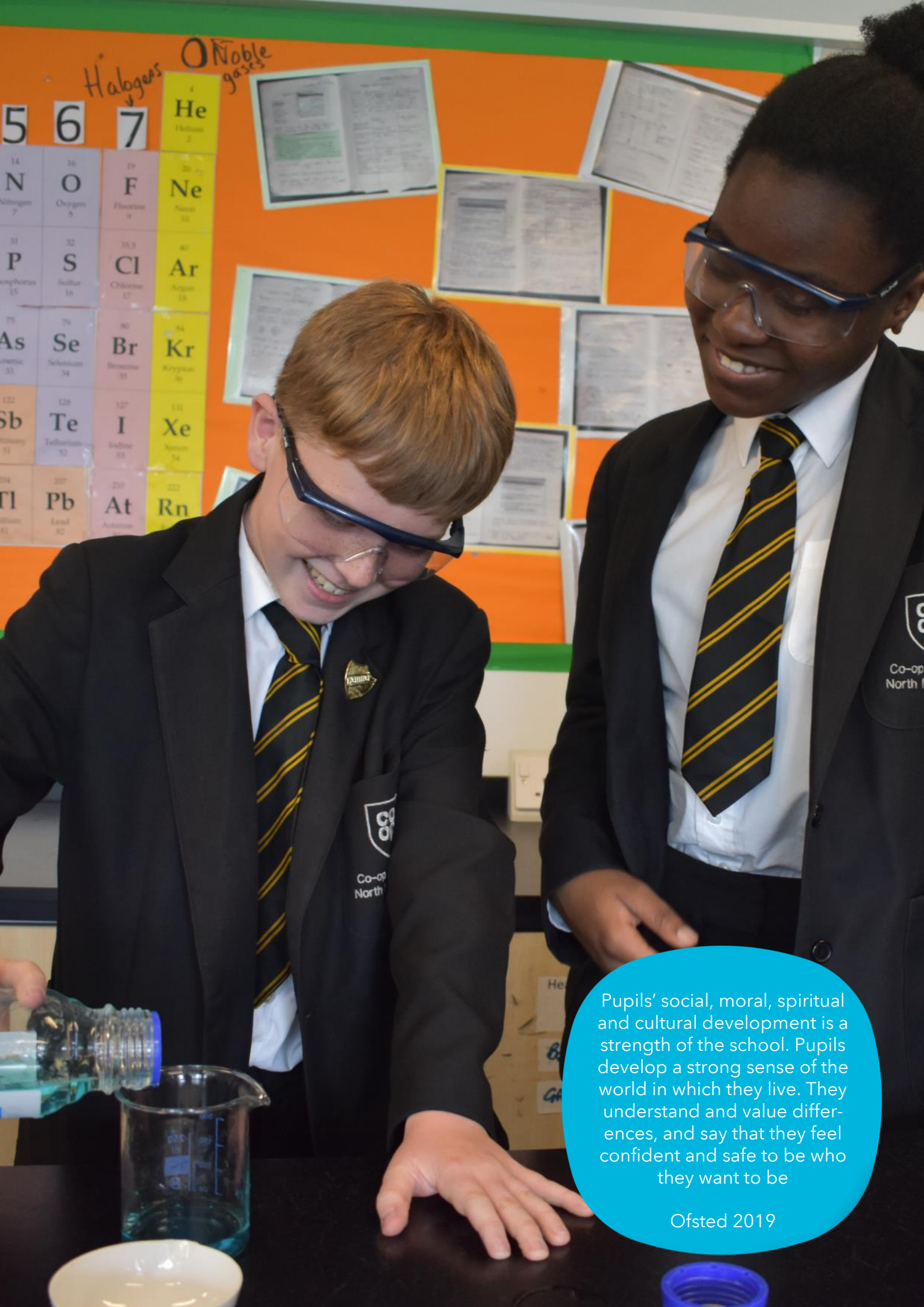
The closing date for applications is 9am on Friday 20th May 2022.

## Interview timetable

The recruitment panel will agree a short-list of candidates who will be invited to an interview week commencing 23rd May 2022

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.





Pupils' social, moral, spiritual and cultural development is a strength of the school. Pupils develop a strong sense of the world in which they live. They understand and value differences, and say that they feel confident and safe to be who they want to be

Ofsted 2019

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