



# Careers at SHARE Multi- Academy Trust

**Assistant SENDCo**

**Royds Hall, A SHARE Academy**

**Application Pack**



*Valuing People, Supporting Personal Best*

Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.



At SHARE, we are committed to delivering strong educational standards within our academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of *Valuing People, and Supporting Personal Best.*

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that 'quality is our driving force', and 'teams drive success'. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

**John McNally**

Chief Executive Officer  
SHARE Multi-Academy Trust

*We must first deliver for our people and ensure they feel valued.*

Quality is our driving force



Teams drive success



*We are proud to be an employer of choice.*

ABOUT US

TESTIMONIALS

JOB DETAILS



# About our Trust

SHARE Multi-Academy Trust was first established in 2014, and since then, we have built a solid reputation for high standards and strong achievements.

We operate four successful primary academies and four high-performing secondary academies across the region. Our outstanding provision is supported by our Calderdale and Kirklees Teaching School Hub and national training accreditations, which enable us to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust's supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

## Whilst being close-knit, we are ambitious for the future.

We are always looking for additional ways to expand our positive impact, be that by working with new schools on exciting initiatives, or by collaborating with our talented team of staff.

Our aim has long been to be the best trust, not the biggest. Our priority for the future is to keep improving standards, building on our successes, and raising aspirations so we can support even more pupils to achieve even better outcomes.



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**Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.**

*Ofsted, 2023\**

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ABOUT US

TESTIMONIALS

JOB DETAILS



\*2023 Ofsted report for Thornhill Community Academy, A SHARE Academy

# Your Career at SHARE

**Our vision of ‘Valuing People, Supporting Personal Best’ underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.**

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and deliver the very best education to pupils.

***We offer a competitive package to all our colleagues.***

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we often exceed them. We continue to contribute to the generous Teachers and Local Government Pension Schemes and at least match pay awards agreed or recommended by the Local Government Association and School Teachers’ Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

As well as two generous pension schemes, we also offer employee assistance and wellbeing packages; and flexible and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity, paternity, and adoption entitlement, giving colleagues the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local and national discount schemes, and provide exceptional onsite catering facilities.



**We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.**

**Jack Wyatt**

*Associate Principal  
Shelley College*



ABOUT US

TESTIMONIALS

JOB DETAILS



# Our Shared Vision and Mission

## Our Mission

We believe education is all about people. Our success is measured in how we help our pupils. We can only attain this success by employing talented, committed staff, and working in partnership with our whole academy communities.

Our mission means we endeavour to ensure every one of our pupils and members of staff enjoy coming to our academies, and that all of us try our very best in everything we do. We help everybody, regardless of background or starting point, to gain the knowledge, skills, and habits that lead to happy and successful lives, both now and in the future.

## Our Vision

We want to transform education for the better, raising aspirations in diverse communities, increasing knowledge, and developing the skills that children and young people need to make their lives rewarding and successful.

Our vision is for our teachers and staff to continue to choose our academies and our trust as a working environment where, through our high-quality training and progression pathways, they can achieve their career aspirations. Our academies will be the first choice for parents because we provide a safe and nurturing environment, with excellent academic standards and a wealth of opportunities. Our trust will continue to be a well-regarded family network where other schools choose to join us, benefiting from strong support services, collaboration, and best practice sharing.

**“ We live by our vision of 'Valuing people, Supporting personal best', bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass ”**

**Jenny Carr**  
*Executive Principal and  
Headteacher, Royds Hall*

ABOUT US

TESTIMONIALS

JOB DETAILS



# Our Guiding Principles



We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.



# Academies



Our secondary academies



Our primary academies

Click below to select the location of the vacancy you are interested in to find out more.



*\*Most recent Ofsted prior to academisation in 2022*

# Our Outcomes

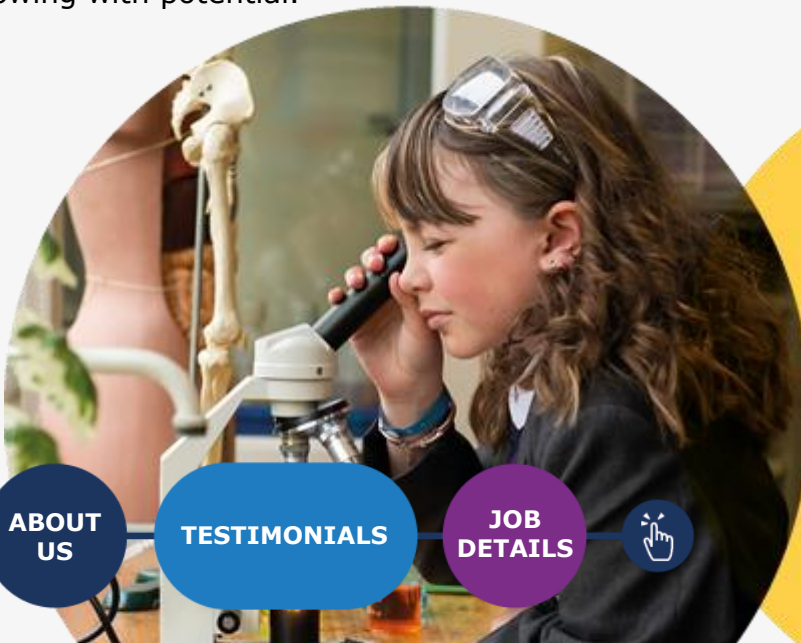
**At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.**

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Through our broad curriculum, first-class careers education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

***We remain committed to developing our staff, who are our greatest asset in achieving our mission.***

Alongside our successful Teaching School Hub and training accreditations, we take great pride in one another's individual successes. Many of our most senior leaders have progressed through the routes. That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.



ABOUT US

TESTIMONIALS

JOB DETAILS





# What our colleagues say



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Since joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.

My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.

There are regular opportunities within the trust to try new things and gain experience in areas that interest us. **I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.**

**Lewis Day**

*Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College*

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The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people's lives but it has **enabled me to excel in a fantastic career and in a role which is so fulfilling.** It has been life changing!

**Melanie Delaney-Hudson**

*Assistant Headteacher (SEND and Inclusion), Thornhill Community Academy*

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ABOUT US

TESTIMONIALS

JOB DETAILS



# What our colleagues say



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Alongside being part of the central trust team, **I enjoy getting the chance to meet and work with other colleagues across the trust.** I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises.

”

**Kieran Miller-Walker**  
*Finance Officer, SHARE  
Multi-Academy Trust*



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**As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.**

Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.

**Ben Modeste**  
*Phase Leader of Lower Key Stage 2,  
Luck Lane Primary School*

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ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



# First-class careers, through bespoke training and support

**Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That's why we're determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.**

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

We are committed to protecting our staff's wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

*Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.*



ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



# Endless opportunities through our **Teaching School Hub and Training Accreditations**



**Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.**

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

*Since the launch of the hub...*

**1,000 teachers**  
have progressed or are progressing through the **Early Career Framework**

**600 teachers**  
are studying **NPQs**

**500 teachers**  
using our **Appropriate Body Service**

**ABOUT US**

**TESTIMONIALS**

**JOB DETAILS**



## JOB ADVERT

### Job title:

**Assistant SENDCo**

### Academy:

**Royds Hall, A SHARE Academy**

### Headteacher:

**Jenny Carr, Executive Headteacher**

### Section:

**Royds Hall**

### Reporting to:

**SENDCo**

### Contract type:

**Permanent**     **Fixed Term**

### Time commitment:

Full-time

### Band/Range:

Band G

### Further salary information:

£28,197 - £30,520 (actual salary)



ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB ADVERT

### *Academy information:*

Royds Hall is a small secondary school that achieved a Progress 8 score of 0.2 in 2023. We enjoy strong behaviour for learning and a curriculum that is ambitious for all and well sequenced. Staff wellbeing is central to our vision of 'valuing people, supporting personal best'. Visitors and staff regularly share that the school is warm and supportive with high expectations for all.

We also offer pupils a wealth of extended learning opportunities from; Royds Hall Scholars, Duke of Edinburgh, debating society, Steam Lab to knitting for fun. The PE department support our pupils to represent the school in a wide range of sports including Basketball, Netball and Athletics. We take part in the annual Speakers' Trust event and have been successful in reaching the final in recent years. Pupils gain from a wealth of opportunities offered including leadership opportunities in every year group. In 2023, 100% of pupils took part in an extended learning opportunity. A strong belief exists that offering a wide range of extended learning opportunities ignites pupil interests and allows them uncover skills and abilities that support their sense of achievement and happiness in school and into adulthood. We believe that every child can succeed and it is our privilege to provide them the opportunities to identify their talents and their future dreams and aspirations.

"We are delighted to officially announce that the inspection team rated Royds Hall a Share Academy as a 'Good' school. We are exceptionally proud of what our staff and pupils have achieved in the last five years. Whilst the outcome doesn't change the way we work, it provides further evidence of the very positive journey of improvement we are on. We will continue to focus on what matters for our pupils and community and ensure that our pupils leave school fully equipped with the life skills, experiences and educational outcomes to enjoy a happy and successful future." – May 2023

Royds Hall is a wonderful place to work, where you will have the opportunity to make a difference every single day

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB ADVERT

### *We are looking to recruit:*

Our trust is determined to overcome disadvantage and we place a strong inclusion offer at the heart of this goal. We are now seeking somebody to help lead our SEND provision at Royds Hall, to provide exceptional levels of support and achievement. Our definition of achievement goes well beyond academic results – we want all our pupils to be happy and successful for life.

Our ideal candidate will be someone with a keen interest in ensuring that all pupils, regardless of need are able to be successful young people and leave school with a wide range of experiences and success in all its forms. You should have a good understanding of how to support colleagues, to get the best out of all children and young people. You will lead special education needs across the school and advise members of staff on how to get the best out of children with additional needs. This is an excellent opportunity to shape the quality of provision for pupils across a group of schools and change lives for the better.

We are committed to developing our colleagues. As the Teaching School Hub for Calderdale and Kirklees, we think it is vitally important to invest in our staff through training, coaching and career development opportunities. You will be given lots of responsibility, but this will be matched with outstanding support from caring colleagues, who are committed to our belief in 'Valuing People, Supporting Personal Best'.

### *The ideal candidate will:*

- be familiar with the SEND Code of Practice and the latest KCSIE
- contribute to the facilitation of the statutory EHCP process for the academy
- love encouraging, motivating and inspiring children through the support they give in order to encourage their learning
- be committed to our ethos that all pupils can achieve at Royds Hall Academy
- have great references demonstrating they are a suitable candidate, safe to work with children.

### *For more information, get in touch with:*

Rebecca Corcoran, PA to Headteacher at [royds.recruitment@sharemat.co.uk](mailto:royds.recruitment@sharemat.co.uk)

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB DESCRIPTION

### *Overall purpose of the role:*

As an Assistant SENCO, you will be required to support student progress by removing barriers to learning and therefore enabling students to achieve their Personal Best. The role is to work under the direction of the SENCO to provide support using bespoke intervention strategies for small groups of students and occasionally providing in-lesson support. You will also support effective liaison and communication between the SEN team, pastoral team and the teaching staff by working together to plan for the effective support of students.

### *Safeguarding requirements:*

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. Applicants **MUST** complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the Headteacher.

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS





## JOB DESCRIPTION

### Key Outputs:

1. Contribute to the facilitation of the statutory EHCP process for the academy.
2. Help to provide a high-quality SEN support service and assist teachers in meeting their responsibility to help SEND pupils make good progress.
3. Support the SENCO in providing a high-quality SEN support service, to help teachers deliver high standings to support to SEN pupils through the effective analysis of academic data.
4. Plan and deliver improvements to SEN provision, evaluate the impact of strategies and take action to secure further improvements based on the evidence available.
5. Assist the SENCO in ensuring the school complies with the SEN Code of Practice and achieves a high standard of provision.
6. Lead on the coordination and liaison with external agencies and bodies around prospective new provisions and services provided by the local authority.
7. Attend review meetings and produce SEN provision maps to support learning.
8. Plan and deliver small group interventions/teaching.
9. Line manage SEN support staff where appropriate.
10. To work with the Assistant Headteacher, SENCO and pastoral team, to promote and facilitate the support of excellent teaching and learning for pupils with special needs
  - a. Assist in the leadership of the SEN team in accordance with the school's aims and ethos.
  - b. Improve students' levels of progress and attainment, lead appropriate interventions to promote strong progress over time for students with special educational needs.
  - c. Support high standards of students' behaviour for learning and engagement
  - d. Contribute to maintaining a safe environment for students.
11. Lead on the development of individual learning plans (IEPs) that are appropriate for each student to enable positive engagement in learning within specialist settings and around school.

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB DESCRIPTION

12. Prepare an appropriate supportive IEPs for each student which covers the essential subjects for the school curriculum, vocational areas and activities to for each student to gain skills, engage positively within the wider school community and make good progress in their learning, so they are able to progress in their education or onto meaningful employment.
13. Provide guidance for colleagues working within the SEN team and support the quality assurance of SEND department by conducting learning walks, work scrutiny and student voice.
14. Ensure students work well and are supported in a safe environment, taking responsibility for ensuring risks are identified and managed well.
15. Co-ordinate an effective MSP review process, to support pastoral and SEND staff to ensure plans contain agreed clear and achievable outcomes with students.
16. Provide regular updates for parents and other professionals on progress and to discuss any supportive action required to maintain progress and support for each student, ensure parents are closely involved throughout and that their insights inform action taken by the Academy.
17. To support the SENCo with KS3 and KS4 SEND transition, developing strong working relationships with local primary schools/post-16 provisions.
18. Liaise with educational specialists, nurses, psychologists, health and social care professionals, independent and voluntary bodies for student needs and support plan.
19. Ensure all relevant school records are kept up to date.
20. To undertake any other duties associated with the role, as may be decided by your line manager or the Headteacher.
21. To deliver new staff inductions in accordance with the school's aims and ethos.
22. To co-ordinate and facilitate the schools internal SEND referrals process, identifying emerging needs and appropriate next steps.

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB DESCRIPTION

### *Dimensions:*

- Range of Teachers approximately 60 across the whole school.
- Range of Students approximately up to 100 students identified as SEN Support or with an EHCP.
- Number of direct reports up to 7.

### *Work/Business contacts:*

Internal: Pupils, parents/carers, teachers, support staff. Nurses and education professionals, SENDCo, SLT, Safeguarding Lead.

External: Parents and Families, Examinations Boards, early years providers, other schools, educational psychologists, health and social care professionals, independent and voluntary bodies.

### *Expertise in role required (At selection – Level 1):*

#### ESSENTIAL

- Experience of working with SEN or less able students.
- Familiar with the SEND Code of Practice and school Safeguarding Policy.
- Excellent behaviour management skills.
- Able to develop strategies for engaging students, develop the curriculum and secure improvements.
- Able to analyse data with a view to developing strategies to improve.
- Able to monitor and evaluate impact of interventions and strategies.
- Knowledge of SEND best practice and national developments.
- Excellent communication skills.
- Commitment to the safeguarding of young people.
- Is willing to work flexibly within scope of overall hours e.g. evening meetings

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB DESCRIPTION

### DESIRABLE

- Educated to degree level or equivalent.
- Must hold or be willing to work toward a recognised SEN qualification and willingness to undertake further development as appropriate.
- Experience of implementing SEN strategies and interventions for key student groups.
- Highly competent in ICT and the use of computers.
- A willingness to be fully involved in the wider life of Royds Hall Academy, including extra-curricular activities.

### *Expertise in role – After initial and advanced development:*

- Development of individual learning plans and strategies for the SEND pupils, resulting in improved outcomes for SEN & less able students.
- Evidence that successful strategies have been shared and developed with other departments, via the SENDCo, SLT and wider school.
- Evidence of monitoring and evaluating interventions and strategies.
- Evidence of data analysis and strategies used to improve performance (with specific reference to SEN & less able students).
- Evidence of on-going continuing professional development.

### *Structure/Department Information:*

Assistant Headteacher ⇒ SENDCo ⇒ **Assistant SENDCo** ⇒ Teaching Assistants

ABOUT  
US

TESTIMONIALS

JOB  
DETAILS



## JOB DESCRIPTION

## HOW TO APPLY

Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.

*Application link:*

<https://candidates.every.education/Vacancies/Details?advertKey=d3388455-7268-4e45-a667-76f5336b7523>

*Closing date:*

**12pm Friday 20<sup>th</sup> September 2024**

*Interview date:*

**TBC**

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.



*Ready to start your career with Share MAT?  
Get in touch:*

**Visit**

roydshall.org

**Email**

royds.office@sharemat.co.uk

**Call**

01484 463366

**Address**

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Luck Lane, Huddersfield, West Yorkshire  
HD3 4HA

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Visit the trust website **[www.sharemat.org](http://www.sharemat.org)**