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| **Post Title:** | **Assistant SENDCo** |
| **Place of Employment:** | **Shirebrook Academy** |
| **Hours of Work:** | **Full time** |
| **Salary:** | **MPS/UPS + TLR2a** |
| **Appointment:** | **Permanent** |
| **Date of Commencement:** | **January/Easter 2024.** Applications should be returned to Julie Stott, HR Manager [jstott1@shirebrookacademy.org](mailto:jstott1@shirebrookacademy.org) |
| **Closing Date:** | **9.00am Friday 1 December 2023** |

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

In May 2017 Shirebrook Academy joined ACET (Aston Community Education Trust) which further strengthens our capacity to improve opportunities for all our students and staff.

We are seeking to appoint an exceptional and highly talented individual with the passion and motivation to provide an outstanding service alongside the SENDCo and Inclusion Manager. The purpose of the role will be:

* 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 academy 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, as well as 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 successful candidate will be supported to, and will be expected to, complete the **National Award in SEND Coordination (NASENCo)** qualification (if not already achieved).

Working closely with the SENDCo the successful candidate will:

* 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 academy, 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

\*You will be based at Shirebrook Academy but the role may involve working at other academies within the trust.

**Safeguarding**

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

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk /government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at www.homeoffice.gov.uk/dbs

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