



**Deputy SENCo**

**An exciting opportunity has arisen for dedicated teacher to develop their experience within our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive and model leadership and determination to the students and pupils within our rich and diverse community. We opened in 2012 with the vision to create a centre of excellence in the community.

We empower our teams by valuing the individual and ensuring personal development. This is delivered through weekly CPD sessions, frequent line management meetings and allowing staff to have their voice and develop their own ideas and projects. Our staff’s wellbeing is key to creating a friendly supportive community within the school. Guided by our internal wellbeing committee we have a wide range of initiatives designed to improve the motivation and lives of our staff.

**The Role**

To oversee the day-to-day operation of the SEND provision at Ark Bolingbroke Academy and lead a team of highly motivated Learning Support Assistants (LSAs). If you are applying for this as a full-time position, you would also be expected to teach 0.4 of your timetabled hours.

**Reports to:** Head of SENCo

**Start date**: Summer Term 2023

**Contract:** Part-time (Full-time with Teacher of English)

**Salary**: £35,368 - £45,876 (Ark MPS – Full time)

**Closing Date: 20th March 2023**

**Key Responsibilities**

* You will be responsible for managing and executing the delivery of high-quality learning support, whilst supervising, motivating, and leading staff within the SEND Team.
* To ensure the learning and emotional/social/behavioural needs of students are being supported across the school.
* To communicate regularly with subject specialists to provide and gather information regarding student’s additional needs and update records and resources shared, in accordance with changes.
* To support and train the LSA team in continually reviewing the students’ support needs and give specific feedback to help ensure students make progress
* To contribute to whole school CPD on meeting the needs of all pupils.
* To prepare, resource and lead interventions with groups or individual students and support the training of Learning Support Team in the delivery of interventions with a consistent ‘assess, plan, do, review’ of progress.
* To monitor and support the assessment of student needs and measure against targets
* To communicate with parents and external organisations to ensure the needs of the child are understood
* To monitor and ensure the smooth and effective administration of the SEND provision
* To produce accurate records, whilst working within deadlines.
* To use computer systems, including specialist software e.g., online registration, intervention programmes, and management information systems.
* To support training the LSA Team in the use of IT and systems of administration
* To attend team and all other meetings regarding both student and curriculum development
* To share information, as required with the Safeguarding Lead, in accordance with training and policies

**Leadership and Management**

* Lead the professional development of the subject team to be highly effective practitioners.
* Regularly monitor the quality of teaching of the department in line with academy expectations through learning walks, observations and book looks. Provide effective feedback and coaching to ensure subject teaching continually improves.
* Line and performance manage any designated members of staff as per the academy policy.
* Create an orderly subject environment in which the academy’s culture and ethos is upheld.
* Lead joint practice development across the subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links

**Teaching and learning**

* Deliver excellent teaching of literacy helping pupils achieve excellent academic results.
* Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
* Be responsible for tracking student progress across the faculty, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
* Be accountable for student progress in subject across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions

**School ethos and culture**

* Bolingbroke Academy’s has an ethos of high expectations, courage, community and compassion. We want staff to act as a role model for these values.
* Demonstrate high levels of ambition and optimism regarding what the Academy and its pupils can achieve.
* We value difference and embrace the individual.

**Person specification**

**Education  
*Essential***

* Education to GCSE grade C/4 (or equivalent) in English & Maths

***Desirable***

* Undergraduate Degree
* PGCE & Qualified Teacher Status
* NASENCo Qualification or desire to work towards this qualification

**Experience  
*Essential***

* Ability to work in a confidential manner
* Flexible and proactive in approach
* Ability to build and maintain positive relationships with students
* Ability to communicate to a diverse range of people at all levels, verbally and in writing
* Time management skills, organisational skills and the ability to meet tight deadlines
* Proven IT and keyboard skills
* Ability to work alone and as part of a team with interpersonal skills
* Ability to manage challenging behaviour
* Working with people with learning difficulties and/or disabilities, emotional, social and behaviour needs
* Supporting the learning needs of pupils

***Desirable***

* Experience managing and motivating team members
* Knowledge of management strategies to motivate and show impact
* Proven track record of supporting team members to succeed.
* Trained and experienced as an Access Arrangement Assessor