



LEIGH
Academies Trust

Job Pack

Deputy SENCo

Sir Geoffrey Leigh Academy

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

Any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description



Sir Geoffrey Leigh
Academy

Job Title: Deputy SENCo

Reports to: SENCO

Location: Sir Geoffrey Leigh Academy

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- To assist the SENCo in leading and managing the SEND provision for pupils identified as having Special Educational Needs and Disabilities (SEND) so that they achieve the best possible outcomes.
- To assist in managing the provision for students across the school and through interventions, including promoting high-quality teaching, effective use of resources, high challenge and high support, and high standards of learning and progress for all students.

This job description should be read in conjunction with the [Job Description for Teachers](#), which outlines the core professional duties and expectations of all teaching staff. The responsibilities below are in addition to those, and are specific to the role of Deputy SENCo.

Key responsibilities:

- To assist the SENCo in leading the IRIS provision (ASD SRP) for SEND within the Academy in the context of current legislation.
- To manage resources for SEND students across the Academy to ensure that they are used efficiently, effectively, and safely.
- To support the SENCo in managing the implementation of an inclusive curriculum for students in the IRIS.
- To work with the SENCo to develop, manage and maintain provision maps for students in Endeavour.
- To support the SENCo with the coordination of the daily LSA duties and timetables.
- To support the SENCo with the development, implementation, and deliverance of intervention groups and support.
- To deputise for the SENCo in non-statutory matters relating to SEND.
- Deliver and organise intervention sessions for SEND students across the academy.
- Continue teaching, on reduced loadings, in their specialist subject area

Student Progress

Work with the SENCo and other staff to ensure that students are making progress and achieving the best possible outcomes by supporting the SENCo in the following tasks and responsibilities:



- Use data effectively to identify students who are not making satisfactory progress.
- To ensure Individual Learning Plans are used to set subject-specific targets and match work well to pupils' needs through liaising with subject teachers.
- Support the SENCo with the observations of pupils who are raised through the SEN referral process and be able to identify traits of potential needs.
- Create and implement effective personalised plans of action to support pupils.
- To monitor the progress of students with SEND and advise the SENCo

Administrative Tasks

- To support the SENCo with the organisation, coordination of meetings, conducting them where necessary, for example, annual reviews.
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCo.
- Ensure with the SENCo that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To support the process of access arrangements in liaison with the Examinations Manager.
- Work with the SENCo and teaching staff to collate, track and implement EAA requests.

Statutory Processes

- To help assist the SENCo and ensure that the requirements of EHCPs funding applications are fully met.
- To support the provision of SEND, through writing Individual Learning Plans and ensure that staff is kept informed of pupils' SEN.

Statutory Processes

- Gather and collate information about individual students, including carrying out observations where appropriate.
- Administer, interpret, and report on appropriate tests and screening tools.
- Plan, deliver, evaluate, and report on appropriate interventions under the guidance of the SENCo.
- Implement mentoring and therapeutic sessions with students following the relevant training.
- Provide emotional support to students with SEMH where necessary.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.



Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

It is important that the person appointed can support the ethos of the academy and its way of working and be able to work under specific instructions from the Senior Leadership Team, Line Manager , SENCO and Lead Practitioners.

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



Person Specification



Sir Geoffrey Leigh
Academy

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Deputy SENCo, we would expect candidates to demonstrate:

Qualifications

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in English, Mathematics and Science.
- A graduate in a relevant subject.
- DfE recognised Qualified Teacher Status or equivalent.

Experience and Knowledge

Essential

- Commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations.
- Experience within a secondary setting.

Desirable

- Knowledge of the International Baccalaureate Programme (if applicable to the Academy).

Interpersonal and Communication Skills

Essential

- Excellent interpersonal and communication skills.
- Strong relationships with students, parents, governors and other stakeholders.
- Personal impact and presence with all stakeholders.
- Professional integrity and respect for the opinions and circumstances of others.

Leadership and Collaboration

Essential

- Willingness to share knowledge and work collaboratively with colleagues and other academies.

Desirable

- Ability to inspire and motivate support staff and students.
- Experience of line managing others.
- Evidence of driving initiatives and measuring the impact of these.

Professional Values and Vision

Essential

- Passion for promoting an inclusive culture for all students.

Desirable

- Passion for raising achievement and a solid understanding of what constitutes an outstanding school.
- Passion for own continuous personal improvement and development.



- Being able to support the SENCo by measuring the impact and progress towards the agreed priorities of the academy.

Personal Qualities

Essential

- Abundant enthusiasm and energy.
- Ability to think reflectively and adapt well to change.
- Reliability and ability to meet deadlines.
- Maintain a positive working attitude.

Desirable

- Creative and innovative skills in finding new solutions.
- Resilience and the ability to remain calm and consistent under pressure.
- Effective organisational skills.
- Excellent personal ICT skills.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

