



MERCHANTS'
ACADEMY

DEPUTY SENDCO

INFORMATION FOR CANDIDATES

merchantsacademy.org

Welcome to Merchants' Academy Secondary

I took up the position as Headteacher at Merchants' Academy Secondary in March 2024 and am immensely proud to lead a school of wonderful young people and caring, dedicated staff. After training at Merchants' Academy at the start of my teaching career, it is a genuine privilege to lead the school at the start of an incredibly exciting journey.

Merchants' Academy Secondary serves the communities of Hartcliffe and Withywood in south Bristol and is based on a campus which includes both a primary school and Venturers Academy, a school for children with special educational needs. Merchants' Academy Secondary is at an incredibly exciting stage of its development, with the upcoming merger into E-ACT, a national multi-academy Trust, due to take place in May 2024. This merger will provide considerable opportunities for collaboration and professional development as part of the 'Multi-Academy Trust of the Year for 2023'.

My vision for Merchants' Academy is for us to provide an education of the highest standard, which relentlessly breaks down barriers to our young people succeeding and develops positive young adults for our communities. Through this exceptional education, I believe that we have an opportunity to work collaboratively with other organisations as a key agent for change across south-Bristol in securing a bright future for the area.

As Headteacher, I am committed to developing a staff group which works cohesively together and is characterised by a sense of both doing what is right and 'thinking big'. To develop this high performing staff group, I am passionate about introducing a strong sense of wellbeing for all colleagues and investing in the professional development of all staff members.

I trust that the information contained within this advert will provide you with a sense of the excitement and opportunity which characterises the journey we are about to undertake. If you would like to know more about joining our school community, I would encourage you to visit or to speak to myself or one of my colleagues.

I look forward to meeting you soon.

Yours faithfully

Guy Swallow

Headteacher – Merchants' Academy Secondary



DEPUTY SENDCO

Permanent, full-time, to start September 2024

MPS/UPS (£30,000 - £46,525) plus £3,214 (TLR 2.1) per annum + Health Cash Plan and Benefits package

Merchants' Academy is a 3-18 Academy sponsored by the Society of Merchant Venturers and the University of Bristol. This is an exciting time to join us as the Academy grows and standards continue to rise. The Academy is very well resourced, where staff and their development is a priority.

We are looking for a Deputy SENDCo responsibility to join our talented team at Merchants Academy (secondary phase). We are part of a diverse multi-academy trust, looking for professional and ambitious people, with a passion for transforming our students' learning.

Candidates for this post should be:

To be successful in the post, we are looking for an experienced primary or Secondary SEND practitioner who will work with students to make excellent progress in terms of academic progress, emotional self-regulation and social skills. They will develop the curriculum offer, be an Exams Access Arrangements operational lead and take a lead part in annual reviews (supported by the SENDCo).

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- Well-resourced classrooms, necessary IT equipment and structured administrative support.
- A fantastic community of children, parents and carers who deserve the best.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Professional Introduction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Merchants' Academy then we would love to receive an application from you.

We particularly welcome applications from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Closing Date: Thursday 9th May at 9:00 Interviews: W/c 13th May 2024

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.



Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-18 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Headteachers.

There are 4 essential questions that we ask within our Trust:

- Why do we exist? Our mission is to challenge education and social equality through the power of education.
- How do we deliver our mission? Our shared vision is to ensure all children of all backgrounds are all succeeding.
- How do we behave? This is through our shared values. Our shared values are to be kind, work hard and have courage.
- Finally, how do we measure success? We want happy children from all backgrounds acquiring the knowledge to achieve their aspirations and to make a contribution to their community.

The Trust is jointly sponsored by the Society of Merchant Venturers and the University of Bristol which gives us tremendous opportunity to enhance learning in its broadest context and offer opportunities unique to our Trust.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. SMV's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.



Venturers Trust is proud of its hard earned success in being able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy and specialist consultations. Benefits for children of employees up to the age of 18 are included free of charge.

EMPLOYEE ASSISTANCE PROGRAMME (EAP) - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education.

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for both early career and experienced teachers. There are also opportunities for associate staff to develop and progress within their area of expertise, this includes using the teacher apprenticeship programme to develop teaching support staff into qualified teachers.

PROFESSIONAL DEVELOPMENT – At least 5 Professional Learning days per year.

HIGHER DEGREE SUPPORT FUNDING – Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors.

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase Loan up to the value of £1,000 through the 'Cycle to Work' scheme.

ICT LOANS - A loan repayable over a two year period as part of a Salary Sacrifice Scheme.

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff.

INTEREST FREE SEASON TICKET LOAN – The option to purchase a travel season ticket (bus or train) with an interest free loan, deducted from salary in monthly installments over a 12 month period.

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction.

Further details of our employee benefits can be found on the Academy website.



SEND at Merchants' Academy

Our department is made up of a number of Teachers, Higher Level Teaching Assistants (HLTAs) and Learning Support Assistants (LSA) who support students both across the curriculum and through targeted interventions and personalised curriculum plans. Our LSAs work closely with our students working collaboratively with classroom teachers to ensure that they receive the correct scaffolding in lessons as we believe that all students should aim high. We also provide a space for students with additional needs where they are able to work or receive support directly from LSAs at any point in the day. This space is open all day including break and lunch times and is seen as a nurturing and reflective space by students.

In addition, LSAs plan and deliver interventions for literacy and speech language and communication needs and work collaboratively with our Speech and Language Therapist (SALT) and the English department. This ensures that these interventions are delivered, monitored and reviewed as part of the graduated response to need in addition to maintaining high standards of teaching and learning. As part of our provision at Merchants' Academy we also have a Speech and Language Therapist who works across the school providing teachers with direct strategies and targets to embed speech language and communication into all lessons, as well as carrying out assessments when needed for students as part of our identification process. Our SALT also runs interventions to help students refine their communication skills and supports them to transfer these skills into a range of different contexts.

Merchants' Academy values the importance of collaborative work both internally and with external agencies, working with a high number of professionals to plan and deliver provision for students with a wide range of additional needs. As part of Venturers Trust our Trust schools SENDCo's meet regularly to plan whole Trust SEND provision, share resources and look to strengthen and expand the provision that we provide for our students across the City of Bristol.

Currently Merchants' Academy has 24% of students identified as SEND, requiring something additional and different to their peers. It is the Academy's aim to strengthen provision around early identification and resources for teachers across the 4 categories of needs as outlined in the SEND Code of Practise; Cognition and Learning; Communication and Interaction; Social, Emotional and Mental Health Needs and Physical and Sensory needs.



Living in Bristol

Merchants' Academy is on the southern fringe of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



Job Description



Post: Teacher

Responsible to: SENDCO

Specific Duties: Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

PART ONE: TEACHING

A teacher must:

1 Set high expectations which inspire, motivate and challenge students

- establish a safe and stimulating environment for students, rooted in mutual respect
- set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of students.

2 Promote good progress and outcomes by students

- be accountable for students' attainment, progress and outcomes
- analyse students' data and test/exam performance to inform planning and intervention.
- plan teaching to build on students' capabilities and prior knowledge
- guide students to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- encourage students to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework according to the Academy timetable and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5 Adapt teaching to respond to the strengths and needs of all students

- know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure students' progress



- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give students regular feedback, both orally and through accurate marking within the agreed time, and encourage students to respond to the feedback.
- follow the Academy assessments reporting policies.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour for learning policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the Academy including co-curricular
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- plan with and deploy support staff effectively to engage fully in learning and progress.
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to students' achievements and well-being.
- work with other professionals as needed e.g. speech and language, EP etc.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Academy, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the Academy in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

PART THREE: PERSONAL TUTOR

- To act as a personal tutor within the Year system or as a class teacher in Primary.
- To be responsible for the welfare and academic progress of their personal tutor group.
- To act as the first point of contact for parents.
- To monitor and improve attendance rates for the tutor group/class.
- To be responsible for the Academy's reward system within the tutor group/class.
- To meet regularly with the Head of Learning and attend year team meetings (secondary)
- To support inter-house activities as arranged by the Head of House.
- To ensure that students follow the Academy's uniform policy.
- To ensure that students follow the Academy's rules and policies.
- To set a good example in terms of dress, punctuality and attendance.

Other duties and responsibilities:

Carry out other duties that the Principal of the Merchants' Academy may reasonably request.

Post: Deputy SENDCo

Responsible to: SENDCo

Primary Duties and Responsibilities

Relationships

- With individuals and groups of students, celebrating the smallest steps of progress and encouraging a growth mind-set in all learners
- With teaching colleagues, ensuring that learning needs are met, and sharing information, strategies, ideas and concerns
- With teaching assistants, providing a balance of guidance and challenge to ensure that students benefit from their support.
- With primary and secondary colleagues to ensure a positive experience of transition for Phoenix students
- With parents/carers, keeping them informed, signposting support for them and through genuine collaboration around their child's provision and progress
- With external agencies e.g. Educational Psychology and Speech and Language Therapy, assisting them with their delivery of specialist support
- With the local authority SEND Dept regarding consultations for new placements, EHCP review and provision planning

People Management

- With SENDCO, curriculum leads and subject teachers, carrying out regular reviews of the curriculum
- Delivering exceptional planning and teaching for Phoenix students within own subject area.
- Requesting, co-creating and reviewing EHC Plans for Phoenix group students
- Engaging with SENDCO and/or Inclusion Lead as well as colleagues to monitor, evaluate, assess and report on the needs of specific students and their short and long-term learning goals.
- Working collaboratively to share information, knowledge and best practice. In collaboration with the SENDCO and other staff ensure that the appropriate exam access arrangements are in place
- Leading on pastoral care for Phoenix students, to include planning and delivery of Learning Family sessions for these students
- Liaising with teachers regarding learning needs for specific Phoenix students, decide on appropriate strategies and discuss differentiation to allow individuals to fully access the lesson
- Liaising with colleagues regarding specific curriculum areas and events,
- Produce bespoke resources and study materials for use in intervention groups and in lessons.
- Highlight and recommend resources that could be utilised to support specific students and their learning.
- Use appropriate positive behaviour management techniques and strategies. Assist and support students presenting with challenging behaviour
- With support from other staff, ensure all written and electronic records and reports are accurate, comprehensive and timely.

Decision Making

- Promoting the inclusion and acceptance of all students and staff within the Academy.
- Supporting the SENDCO in carrying out line management responsibilities e.g. the induction of new LSA's
- Assisting the SENDCO in evaluating the work of the LSA's and supporting their professional development

Work Demands

- Be flexible to meet the needs of students, able to multi-task and adapt to ad-hoc changes and situations as they arise
- Be patient, show empathy and remain calm under pressure
- May be required to assist students with personal care such as toileting.
- Work is Academy-based but will include accompanying students on visits and will include attending meetings with external agencies, as well as attending cross-trust events

Physical Demands

- Manual handling may be required (relevant training will be provided if necessary). Positive handling of students may be required for which full training will be provided and should be managed in line with relevant guidelines.

Working Conditions

- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post.

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Person Specification



CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> Good Honours Graduate with QTS or as required by the DfE 	<ul style="list-style-type: none"> Evidence of further CPD relevant to SEND SENDCo qualification / desire to undertake qualification 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> A successful teaching record either as a trainee or experienced teacher Experience of working with students of all abilities in the age group for which trained Experience of multi-agency working Working in partnership with parents and carers 	<ul style="list-style-type: none"> Experience with local authority SEND Dept regarding consultations for new placements, EHCP review and provision planning Leading pastoral care of students 	<ul style="list-style-type: none"> Application Interview
Skills	<ul style="list-style-type: none"> Skills set as outlined in the Teachers' Standards Excellent verbal and written communication skills 	<ul style="list-style-type: none"> Outstanding subject and curriculum knowledge Evidence of significant progress and outcomes for children Delivering CPD to colleagues 	<ul style="list-style-type: none"> Application Interview Assessment
Professional Development	<ul style="list-style-type: none"> Commitment to continuing personal and professional learning development 	<ul style="list-style-type: none"> Evidence of Professional Learning relevant to the role 	<ul style="list-style-type: none"> Application Interview
Leadership Skills and Values	<ul style="list-style-type: none"> Ability to inspire, motivate and challenge students Commitment to the pursuit of excellence in educational standards Ability to communicate effectively with colleagues, students, parents and external agencies Commitment to and promotion of co-curricular opportunities 	<ul style="list-style-type: none"> Evidence of high level co-curricular activities Potential for further leadership role 	<ul style="list-style-type: none"> Application Interview Assessment
Knowledge & Understanding	<ul style="list-style-type: none"> Demonstrate good subject and curriculum knowledge including the national curriculum Know how to secure outstanding progress and outcomes by students adapting teaching as needed 		<ul style="list-style-type: none"> Application Interview Assessment
Student Involvement	<ul style="list-style-type: none"> Commitment to student involvement Personal commitment to listen to student voice Focus on individual student's needs and development of independent learning High expectations of students 	<ul style="list-style-type: none"> Evidence of student involvement 	<ul style="list-style-type: none"> Application Interview Assessment
Personal Attributes	<ul style="list-style-type: none"> Flexibility to cope with diverse needs of the post Resilience to work under pressure Positive, tenacious and optimistic Ability to quickly establish positive relationships with students, staff and parents 	<ul style="list-style-type: none"> Initiative and ability to create new processes and practices to raise standards 	<ul style="list-style-type: none"> Application Interview Assessment

**Closing Date for Applications:****Thursday 9th May 2024 at 9:00****Interviews:****w/c 13th May 2024**

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at venturerstrust.org and should be returned electronically along with the Equality Monitoring Form by following the instructions at the **Work With Us** section of the website.

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.