



**Lord Grey Academy**  
Lord Grey Can



**DEPUTY SENDCO  
AND  
TEACHER OF ENGLISH or MATHS or  
SCIENCE**

**MPS/UPS  
TLR 2b £5,024 pa**

**Required for Easter 2023**

**Application pack contents**

- Welcome from the Associate Principal, Samantha Satyanadhan
- Information about the Faculties
- A job description
- A person specification
- Advert
- Why work at Lord Grey?
- Details of how to apply

“Lord Grey Academy 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.”





# Lord Grey Academy

## Lord Grey Can



### Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We achieved a GOOD OFSTED rating in 2022 and a 20% increase on our basics GCSE results as well as our best ever A level results. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance. We are a community. We are a community who CAN and DO everyday.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





# Lord Grey Academy

## Lord Grey Can



## Information about the Faculty

### ENGLISH FACULTY

The English Faculty consists of a large and enthusiastic team of teachers from a wide variety of backgrounds and areas of expertise. We benefit from our own faculty area with a suite of large classrooms, all equipped with projectors, visualisers and a large faculty office. We pride ourselves on being a welcoming and sociable team.

The expertise of every member of the faculty is valued and, as such, all staff are encouraged to contribute to the development of schemes of work, resources and policies. This is developed through encouraging peer observation and colleague to colleague advice, in order to deliver high standards of teaching and learning. Excellent provision is made to help each person to develop professionally through a range of whole school and faculty CPD opportunities.

We are looking forward to welcoming an enthusiastic, dynamic and qualified teacher to the team. If you have any further questions please contact me at the school on [hannah.brett@lordgrey.org.uk](mailto:hannah.brett@lordgrey.org.uk)

Hannah Brett  
Head of English

### MATHS FACULTY

The faculty is comprised of eleven members of staff, including a small number of non-subject specialists. We have a good provision of facilities including eleven dedicated Mathematics classrooms in addition to a faculty work area.

We are a reflective and ambitious faculty and entering an exciting period of transition, with a clear focus on teaching and learning and a commitment to continuing professional development. We are working hard to nurture a culture of collaboration and teamwork; helping to reduce staff workload whilst ensuring consistent, high-quality lessons for all students. The members of the faculty are eager and enthusiastic practitioners, motivated to improve and to provide the very best opportunities for the children that we teach.

At Key Stage Four, the faculty offers GCSE Mathematics with 10 teaching groups in Year 10 and 11, following the AQA syllabus for Higher tier and OCR for Foundation tier.

At Key Stage Five, the faculty offers GCE A-Level Mathematics and continues to recruit a good number of students from our Year 11 cohort as well as some external candidates. A-Level results have been consistent in recent years with several students choosing to study Mathematics at university.

We look forward to welcoming a dynamic and enthusiastic new member of the faculty, who would like the opportunity to be an integral part of our development and future success. If you have any further questions please contact me by email on [lewis.kaye@lordgrey.org.uk](mailto:lewis.kaye@lordgrey.org.uk)

Lewis Kaye  
Head of Mathematics Faculty





# Lord Grey Academy

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### SCIENCE FACULTY

Science is a large, inclusive faculty. We teach Science to all students in years 7-11 and our post-16 Science courses are extremely popular. Students in years 7, 8 and 9 have three lessons of Science a week and these lessons are taught by a highly professional and enthusiastic group of teachers. Years 10-11 have five lessons per week. A-Level and Level 3 BTEC Sciences and have 5 lessons per week in Years 12 and 13.

The Science course at Lord Grey Academy is designed to develop independent scientific learners. It is a structured course that develops thinking, practical and analytical skills, with the emphasis on experimental work wherever possible. We are developing our Schemes of Learning so that we have a continuous five year curriculum in Science.

In Year 10, students start their Key Stage 4 studies, studying AQA Combined Science but with our most able students studying AQA Physics, Chemistry and Biology. A Level Sciences are popular and successful. We are proud that one of our Year 13 Physicists is now in her final year reading Physics at Baliol College Oxford.

We are well supported by a team of dedicated and experienced technicians, and have a large and very well stocked prep room.

We are currently going through a period of rapid improvement within the Science faculty and this year saw an improvement in students' grades as well as their enthusiasm for the subject. With the changes currently taking place, now is the right time to join this forward thinking and dynamic team. With your help we can make the Science faculty the best in the school and inspire a new generation of Scientists for the future.

If you wish to contact me for an informal discussion about this post I would be happy to speak with you.

Dino Vallender  
Head of Science  
[dino.vallender@lordgrey.org.uk](mailto:dino.vallender@lordgrey.org.uk)

### INCLUSIVE LEARNING FACULTY

The Inclusive Learning Faculty is a large and diverse team and is committed to providing high quality support for teaching staff and students. Working in the Faculty is busy and demanding but is never boring and is very rewarding.

We provide support for all students whenever necessary in order to underpin teaching and learning. This can be short-term or long-term support, depending on the needs of the student. Students regularly supported by the faculty include the most able, students with SEN or EAL and Children in Care. Students in need of more short-term intensive support might be new to the school, have short-term emotional or medical needs, or may be at risk of a referral to alternative education because of poor behaviour.

Staff within the school speak highly of the support we offer. We have good relationships with external agencies and have built up a strong reputation across Milton Keynes for our inclusive approach. We are looking forward to welcoming a dynamic and enthusiastic teacher to the team who will help us to further develop and expand our inclusive approach.

If you have any further questions please contact me at the school on [becky.reynolds@lordgrey.org.uk](mailto:becky.reynolds@lordgrey.org.uk)

Becky Reynolds  
Assistant Principal for Inclusive Learning





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### **JOB DESCRIPTION - TEACHER OF ENGLISH or MATHS or SCIENCE**

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment

#### **Classroom Teacher – Standard Responsibilities**

##### **Purpose of the Job**

- To ensure student progress in the learning of the subject through good quality teaching
- To achieve very positive outcomes for all students in public examinations, demonstrating a significant contribution to each student reaching their Target Grade
- To maximise progress for all classes taught by you

##### **Teaching and Learning**

1. To teach the subject in Key Stages 3 and 4 and, if appropriate, in the Sixth Form
2. To teach in line with faculty and academy policies on e.g. assessment, teaching and learning, homework, student behaviour
3. To contribute to learning opportunities within the formal and extended curriculum
4. To ensure student progress against prior attainment, at least in line with national averages and progress targets
5. To contribute to the profile of your teaching subject(s) within the Academy
6. To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
7. To regularly review and evaluate teaching and learning in lessons and across schemes of work
8. To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
9. To involve parents in behavioural issues in line with academy policies
10. To ensure the effective and efficient deployment of classroom support
11. To work as a member of designated teams and to contribute to the building of teams within the Academy
12. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

##### **Continuous Professional Development (CPD)**

1. To take responsibility for personal CPD needs within the Academy's Appraisal framework
2. To monitor the impact of CPD on your own teaching and learning
3. To seek advice and support within Academy policies
4. To be familiar with and contribute to the Academy Improvement Plan and Academy Self-Evaluation systems.



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### Curriculum and Assessment

1. To plan appropriate lessons to meet the learning needs of all students including those of: the higher prior attaining, Looked After Children, of EAL and 'groups within groups' students and of those students with Special Education Needs or who are Pupil Premium
2. To evaluate and review lesson plans
3. To contribute to the planning of Subject Schemes of Learning
4. To create and manage resources for the teaching of lessons
5. To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and Academy policies
6. To use assessment to inform curriculum planning, teaching and learning
7. To assess accurately to help students meet their Target Grades
8. To act on feedback from examination boards on the quality of marking, moderation and assessment
9. To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
10. To work within Academy curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda
11. To inform and involve parents in their children's learning in line with Academy policies and procedures.

### Management Information and Its Use

1. To maintain appropriate records and to provide relevant accurate and up-to-date information
2. To complete the relevant documentation to assist in the tracking of students
3. To track student progress, analyse data and use information to inform teaching and learning, on time and as per the Academy calendar of assessment, with all deadlines met on time.

### External Communication

1. To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
2. To contribute to the development of effective subject links and other links with external agencies
3. To contribute to extra-curricular activities, and to the support them with attendance, where possible.

### Other

1. To undertake Academy duties in line with Academy policies and procedures
2. To cover lessons and registration sessions for absent colleagues in line with the Academy Cover Policy, based on the concept of rarely cover, and in exceptional circumstances
3. To attend assemblies as required
4. A commitment to ensure the effective implementation of the Academy's Safeguarding and Child Protection Policy
5. To comply with any other reasonable requests from the Principal when there are exceptional circumstances
6. To undertake such duties as may from time to time be reasonably assigned by the Principal.

### Form Tutor Responsibilities

1. The post holder is expected to be a Form Tutor or Co-Tutor



# Lord Grey Academy

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### PERSON SPECIFICATION - TEACHER OF ENGLISH or MATHS or SCIENCE

Experience/Knowledge	Essential	Desirable	How evidenced
Qualified teacher status or the credentials to gain QTS or to teach in the UK	✓		A
Up to date knowledge and understanding of teaching and learning strategies	✓		A I
Up to date knowledge of the national curriculum and public exam syllabuses in English/Maths/Science.	✓		A I
Up to date knowledge of school systems to support students in their learning, e.g. SEN, pastoral and assessment systems in schools	✓		A I
Skills and Abilities	Essential	Desirable	How evidenced
An effective classroom practitioner	✓		A I R
The ability to work in partnership	✓		A I
Organisational and administrative skills	✓		A
Good written and oral skills	✓		A I
IT literate	✓		A
Personal Job Related Skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I R
A commitment to quality and continuous improvement	✓		A
The ability to work under pressure	✓		A
Confidentiality: awareness and sound judgement	✓		A I R
A team orientated approach	✓		A
A commitment to equal opportunities, all aspects of the Equality Act and to narrowing the gap on inequality	✓		A I
A commitment to follow all of the Academy's Health and Safety requirements	✓		A I
A commitment to ensure the effective implementation of the Academy's Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R - Reference





# Lord Grey Academy

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### JOB DESCRIPTION - DEPUTY SENDCO

Role: Deputy SENDCO  
Responsible to: SENDCO  
Based at: Lord Grey Academy  
Salary: TLR2b p.a.£5,024 or equivalent allowance for support staff.

#### Job Context

To enable all students to make as much progress as possible, and to develop as confident, well-educated and happy young people.

#### Key Responsibilities

- Ensure high aspirations for the achievement, behaviour, personal development, engagement and attendance of all students with special educational needs within the Academy.
- Support quality assurance processes including accurate self-evaluation, to inform effective strategic planning that leads to high standards of outcomes and provision.
- Develop and lead the implementation of policies and highly effective SEND practices across the school.
- Management of information, data recording and reporting in relation to SEND ensuring compliance with the code of practice and local offer.
- Support the leadership of the SEND team to ensure that resources are effectively deployed to ensure that SEND strategic objectives are met.
- To ensure pupils with SEND receive support to meet their needs and engage in activities of the school alongside their peers.
- Support the identification of and disseminate the most effective teaching approaches for individual students with SEND and finding effective ways of bridging barriers to learning through assessment of needs.
- Undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies to ensure the code of practice is effectively implemented.

#### Job Description

##### Responsibility area 1 - Teaching and Learning

- 1) A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy.
- 2) To contribute to learning opportunities within the extended curriculum.
- 3) To ensure student progress against prior attainment, at least in line with national averages and progress targets.





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### **Responsibility area 2 - Curriculum and Assessment**

- 4) To plan appropriate interventions to meet the learning needs of all students including those of:
  - a. of those students with Special Education Needs.

### **Responsibility area 3 - Management Information and Its Use**

- 5) To maintain appropriate records and to provide relevant accurate and up-to-date information.
- 6) To complete the relevant documentation to assist in the tracking of students.
- 7) To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.

### **Responsibility area 4 - External Communication**

- 8) To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools.
- 9) To contribute to the development of effective subject links and other links with external agencies.
- 10) To contribute to extra-curricular activities, and to support them with attendance, where possible.

### **Responsibility area 5 - Other**

- 11) To comply with "Health and Safety" at Work legislation.
- 12) To undertake School duties in line with School policies and procedures.
- 13) To deputise in meetings as the SENDCO should you be required to.
- 14) To attend assemblies as required.
- 15) A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy.
- 16) To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
- 17) To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



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### PERSON SPECIFICATION - DEPUTY SENDCO

Relevant experience	Essential	Desirable	How evidenced
Developing and delivering a strong vision for SEND provision	✓		A I
Awareness of the latest developments and initiatives in education.	✓		I
Education and training	Essential	Desirable	How evidenced
A nationally recognised SENDCO qualification		✓	A
Willingness to achieve the National Qualification for SENCO		✓	A I
Evidence of a commitment to own professional development	✓		A I
Specific skills	Essential	Desirable	How evidenced
Experience of leading teaching and learning initiatives beyond their own classroom		✓	A I R
Excellent interpersonal and communication skills	✓		A I
Experience of giving effective feedback to colleagues about professional performance		✓	A I R



# Lord Grey Academy

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### Advertisement

## DEPUTY SENDCO AND TEACHER OF ENGLISH or MATHS or SCIENCE TLR 2b £5,024 pa TLT MPS/UPS SCALE

We are seeking to appoint a passionate and motivated Deputy SENDCo, with an English/Maths/Science teaching specialism, who is committed to providing an inclusive and rewarding experience for all our students. The successful candidate will be an outstanding classroom practitioner, keen to develop leadership skills in the English/Maths/Science and Inclusive Learning Faculties at Lord Grey and will have excellent subject knowledge.

#### The successful candidate:

- will have a strong commitment to teaching and learning in their subject
- will be committed to providing an inclusive and rewarding experience for all our pupils
- will be an effective classroom practitioner committed to raising standards for all students
- will be able to teach their subject at Key Stages 3 and 4 and, if appropriate, in the Sixth Form
- will be fully committed to enabling all students to achieve well and make good progress
- will have the drive and determination to motivate colleagues and students
- will have a creative and energetic approach to teaching and management
- will have good organisational skills
- will have the vision to develop the courses currently offered
- will be open to change, new ideas and innovation.

#### Why choose Lord Grey Academy?

- Culture of high expectations and a strong belief that all can achieve
- Very clear routines for learning so that teachers can teach and students can learn
- Culture of support and feedback for staff
- Highly visible student-centred Leadership Team
- Positive, supportive and friendly colleagues
- Weekly CPD and regular opportunities to benefit from working with other schools in the Trust.

The right candidate will be totally aligned to our values of encouraging all students to be ambitious, determined, independent, respectful and successful and completely committed to promoting our mantra of Lord Grey Can!

A lesson observation and a formal interview will form the selection criteria. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Tuesday 21st February 2023. Details on how to apply for this post are in the How to Apply Section of this booklet.

Only successfully short listed candidates will be contacted.





# Lord Grey Academy

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**Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.**

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

**Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





# Lord Grey Academy

## Lord Grey Can



### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy school environment.

#### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





# Lord Grey Academy

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### How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.