

Welcome from the CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our vision of 'Excellence in Education.' As a community of schools, we strive to achieve this through our relentless commitment to compassion, respect and ambition for all our students, with the potential of every individual within our community valued. As a result of this ambition, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with our staff, to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager / Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk

I hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley

Ascend Learning Trust CEO Designate

Band / Salary / Hours

Grade: L20-L23 FTE (DOE)

Salary: £70,733-£76,122 (DOE)

Contract: Permanent, Full Time (Flexible working considered)

Start Date: TBC

Closing Date: Midnight Sunday 18th June 2023

Interview Dates: Tuesday 11th July 2023

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted via recruitment@ascendlearningtrust.org.uk

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need

to provide evidence that you meet the criteria.

Job Description

Job Purpose

- To create an exceptional professional model for Inclusion (SEND / Disadvantage) ensuring our schools provide an effective learning environment to enable all our students to flourish
- To lead training, and demonstrate best practice in keeping accurate safeguarding records and maintaining the SCR
- To disseminate up to date legislation and knowledge to all schools across the trust for Inclusion and Safeguarding

Inclusion – including Special Educational Needs and Disabilities / Disadvantaged Learners

- Plan, lead and develop an appropriate curriculum and provision for SEND / Disadvantaged learners which enables high-quality teaching, excellent learning outcomes and success for all pupils.
- Develop appropriate programmes and strategies for groups of learners that facilitate progression to further study or employment.
- Develop and maintain a high standard of teaching and learning across all schools within the Ascend Learning Trust.
- To be responsible for the line management, support, supervision and professional development review of designated staff.
- Contribute to the strategic development of the trust's curriculum offer with specific focus on ensuring that all SEND / Disadvantaged children achieve the best possible outcomes.
- Be the lead officer in supporting the schools to actively seek and obtain appropriate funding for children with additional needs and quality assure annual PP statements
- Monitor and quality assure that leadership of inclusion and support as necessary to ensure that all schools are able to deliver high quality education for SEND and Disadvantaged learners and that they achieve the best possible outcomes

Safeguarding

- To be the lead professional within the trust for all safeguarding and child protection matters
- To support each school and all staff to ensure they carry out their safeguarding duties and comply with the Safeguarding Children, DfE Keeping Children Safe in Education and Working Together to Safeguard Children Guidance, and to be compliant with the Local Authority Safeguarding Policies and Procedures where applicable

- To liaise with each school in the trust in relation to Safeguarding Children activities and coordinate the training to trust staff
- Where appropriate, to be the lead case manager in the absence of Designated Safeguarding Leads or whilst inducting new staff into trust procedures

In addition to the specific areas as outline above the role will requires the leader will work closely with the Educational Executive to:

Shaping the Future

- Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils
- Present a coherent and accurate account of the performance in a form appropriate to a range of audiences including where necessary, Educational Executive Team, Trustees, school leaders, Ofsted and others, to enable them to play their part effectively
- Through high quality training and development, motivate all concerned to create a shared culture and positive climate

Strategic Direction and Development

- Work with the Trust Executive Team to develop the strategic view for the partnership and to analyse and plan for the future needs and further development
- Ensure that the leadership, management, organisation and administration of Inclusion (SEND / Disadvantage) support the vision and aims of the schools
- Monitor, evaluate and review the effect of Inclusion (SEND / Disadvantage) policies, priorities and targets of the schools and Trust

Accountability

- Be accountable to the Executive Team for the overall quality of inclusion and safeguarding
- for all employees within the Trust
- Present a coherent and accurate account of the performance of Inclusion and those that are supported through the inclusion processes in a form appropriate to a range of audiences including
- parents, Parental Advisory Body members, the local community, Ofsted and the Trust's Executive Team, to enable them to play their part effectively
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the Educational Executive Team

- Provide any local, school and national data required by the Trust's Executive Team and Trustees
- To think creatively and imaginatively about the trusts' development, to anticipate and resolve
- problems and to identify opportunities that will benefit students

Person Specification

Knowledge & Skills:

- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation specifically related to SEND, Disadvantage and safeguarding
- The ability to work productively in partnership with the governance arrangements and the executive team in driving school improvement and realising the vision and ethos of the Ascend Learning Trust
- An ability to develop and manage a curriculum that provides choice and flexibility to meet the personal learning needs of every student
- Able to embrace and utilise new technologies to enhance and continually develop teaching practice
- An understanding of the significance of interpersonal relationships and strategies for promoting individual and team development
- The importance of partnership working and accepting appropriate support from others, including colleagues and external agencies
- Knowledge and commitment to the implementation of the safeguarding agenda
- A thorough and complete understanding of the Ofsted framework and how this relates to SEND, Disadvantage and safeguarding

Personal Qualities:

- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.
- Ability to work with outside agencies and employees across the schools
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Excellent time management

- An ability to think analytically and creatively showing excellent initiative in problem solving

Qualifications:

- Qualified Teacher Status (E)
- First Degree (E)
- Designated Safeguarding Lead (D)
- Further evidence of relevant CPD training (E)
- Effective Safer Recruitment training(E)
- SENDCO Qualification (E)

About Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,
- Trained Mental Health First Aiders in all schools, and Central Team.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at short-listing stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.