



ALDER TREE PRIMARY

BELIEVE - BELONG - BECOME



APPLICATION PACK

ROLE:	SENCO
SALARY:	MPS/UPS £25,714 - £41,604 PLUS SEN ALLOWANCE
ACCOUNTABLE TO:	PRINCIPAL
HOURS:	Full Time 32.5 hours/ Part Time TBC or To be negotiated
PROBATION PERIOD:	6 months subject to periodic reviews
SAFEGUARDING:	All posts are subject to an enhanced disclosure and barring service check

Alder Tree Primary
Potternewton Mount,
Leeds,
LS7 2DR

Telephone:
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recruitment@whiteroseacademies.org

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"I am very proud to be a member of staff at Alder Tree Primary. Each day brings a new challenge and learning experience for all of us lucky enough to work and attend the academy.

Working with children is incredibly rewarding and I love that every day is different. "

SHAYMAA TANNIRA
Teaching Assistant

MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the Trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when Alder Tree Primary joined our Trust as a sponsored academy. Already, this truly community-focused primary academy has enriched our Trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our Trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,
- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed Alder Tree Primary in late 2020, our first primary school to join our Trust.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The Trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our Trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our Trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST "WE SAID, WE DID"



Yours sincerely,

Mr Andrew Whitaker

CEO, White Rose Academies Trust
 Deputy CEO - Teaching and Learning, Luminate Education Group



Yours sincerely,

Mr Christian Wilcocks

Executive Principal
 White Rose Academies Trust

MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Alder Tree Primary, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Alder Tree Primary, our students and our new exciting journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

Here at Alder Tree, we are embarking on a journey, not only to transform children's lives, but to work with all our stakeholders including parents, carers and the local community to ensure we are providing a world class education and giving each child the best possible start to their education ensuring that they continue their journey to become the very best that they can be.

We strongly believe that as we develop our vision and culture it will help us not only transform the lives of our young people but transform the local communities which we so passionately serve. Alder Tree Primary is a unique and very special place to work.

Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the city.

A broad, varied and highly personalised package is well-established, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us.

Our academy is an extremely unique and amazing inner-city school, situated in the Potternewton area of Leeds. The student body has a capacity of 420 students, and this is something we are working very hard on to reach. We have committed significant investment in a comprehensive building and refurbishment programme, which will result in a community hub, running track, new staff car park, new fencing and landscaping and significant roof works. This improvement programme will continue over the next six months, leading to an improved school site.

So, now it's over to you...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work alongside colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities?



Yours sincerely,

Mrs Burton
Principal



"I joined the primary five years ago as Receptionist and have progressed to the position of Office Manager. I love this role as it is so varied, working closely with my colleagues but still giving me the opportunity to meet our wonderful pupils and their families. I am looking forward to continuing my role within the White Rose Academies Trust as we take our next steps to a bright and positive future."

JANET WILSON
Office Manager

JOB DESCRIPTION

Location: Alder Tree Primary

Job title: MPS/UPS £25,714 - £41,604 plus SEN allowance

Hours: Full Time 32.5 hours/ Part Time TBC or To be negotiated

Accountable to: Principal

Role:

To strategically coordinate and monitor pupils with Special Educational Needs to ensure they have access to high quality of education ensuring they are making progress.

To lead on casework, compile evidence and advise parents of the process for statutory assessment, establishing, monitoring, and reviewing SEN intervention and ensuring high standards of learning and achievements for all pupils.

NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. Keeping children safe in education and the guidance for safer working practice direct the work of every adult working at or associated with White Rose Academies Trust.

Specific Responsibilities:

- To coordinate the development and implementation of the SEN, SLCN and Inclusion policies in order to raise achievement and improve the quality of education provided for all pupils with SEN across the school
- To manage assessments and gather evidence for statutory assessment on children and young people with identified special educational needs in line with Statutory timescales
- To contribute advice and support in the process of early identification, assessment and provision in line with SEND Code of Practice
- To research, develop and share best practice with respect to inclusion and raising attainment within this specialist area
- To provide specialist advice, guidance, and support to the education setting
- To analyse and review individual SEN pupil's needs and support staff to set targets for SEN pupil progress using this data to monitor and identify under-achieving pupils and necessary actions
- To monitor and record the progress made by pupils with SEN towards the achievement of targets set and long-term outcomes
- To keep up with all relevant legislation, including the Codes of Practice for SEN, Disabilities and Equal Opportunities. Advising parents, teachers and governors on guidance and regulations relating to the statutory special educational needs assessment process ensuring the SEN Code of Practice is followed and implemented successfully
- To manage and support staff involved in working with pupils including monitoring any SEN provisions being delivered

- To work with pupils, class teachers, key co-ordinators, parents, and the senior leadership team to maintain high standards of behaviour and learning
- To oversee processes and procedures including staff training and target setting including delivering training
- To engage in own professional development, updating knowledge and skills relating to educational issues and contribute to in-service events and professional development of others
- To develop effective liaison with external agencies to maximise support for pupils with SEN, working closely with Speech and Language Therapist/ Education Psychologist/ Physiotherapist including developing the Service Level Agreements
- To ensure that the SEN Code of Practice is followed and implemented successfully
- To oversee and review all Educational Health Care Plans (EHCP) including Annual reviews and relevant paperwork
- To promptly and accurately complete any administrative requirements for the SEN register, EHCP reviews and IEPs maintaining details both written and electronic
- To attend SEN meetings including Annual Reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate
- To record accurate SEN information on internal systems and ensure all staff are regularly updated of any changes
- To provide appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively, and safely
- To identify own learning needs and to attend training in order to develop professional knowledge and skills
- To demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively

Classroom Teachers: Expectations of all Academy staff

- To ensure good progress for all pupils within groups taught through the planning and preparation of high-quality lessons which engage, motivate, and support learners and adhere to the Academy Teaching and Learning Standard
- To strive to deliver a consistently good standard of teaching
- To be responsible for your own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from pupils
- To consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from pupils, and in order that pupils have parity of treatment and expectations in all areas of the academy
- To assess, record and report on the development, progress, and attainment of pupils within the Academy Monitoring and Evaluation schedule
- In consultation with the relevant Phase Leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Area Development Plan
- To contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities
- To attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook
- To implement all Academy policies with regard to registration, pupil absence, pupil uniform, and other routines detailed in the staff handbook
- To observe Academy rules relating to the safeguarding of pupils, health and safety requirements, and equality policies

- To participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
 - To participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy's goal to be an outstanding place of learning
 - To uphold the professional standards of dress, behaviour, attitudes, and team spirit which will ensure the Alder Tree Primary Academy is a pleasant, positive place to learn and work
-

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- To uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, pupils, parents/carers and the wider community
- To adhere to the principles expressed in the Academy Aims and Mission statement
- To actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- To apply Academy policies in all aspects of the role
- To keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

All postholders are accountable through White Rose Academies Trust Performance Management Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

Job Title: SENCO
Department: Teaching

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

You should be able to demonstrate that you meet the following criteria:

E = Essential
 D = Desirable

Measured by:

A = Application Form I = Interview
 T = Test/Exercise R = References
 P = Presentation C = Certificate

QUALIFICATIONS		
E	QTS certificate	A C
E	To have completed or be willing to study towards the NASENCO qualification.	A

EXPERIENCE		
E	Recent, relevant evidence of commitment to training and development	A
E	Advanced Knowledge and use of school systems and environment	A T I
D	To have experience of working with local authority / school or Academy / external agency	A

KNOWLEDGE, SKILLS AND ABILITIES		
E	Posses good Knowledge of the National Curriculum	A I
E	To be able to relate well to children and adults	A T I
E	To have excellent numeracy/literacy skills	A T
E	To have excellent written and spoken communication skills	A T
E	To have excellent written and spoken communication	A T
E	To be flexible and creative	A T I R
E	To be an excellent communicator in a variety of forms and to a variety of audiences	A I
E	To be attentive to detail and commitment to accuracy	A T
E	To have the ability to organise self and others	A T I
E	To have strong interpersonal skills but with ability to work alone and be self-reliant	A T I R
E	To be understanding of and commitment to core purpose of the Academy	A I
E	Be committed to development of systems and self	A I
E	To have the ability to maintain student records and feedback to relevant staff	A T I
E	To be able to employ a range of coaching skills including group work	A
E	To be knowledgeable, understanding and commitment to equality, diversity and in-clusion informed by practical experience and application	A
E	To have Leadership qualities and Experience	A
D	To be able to attend meetings outside of normal school hours	A

GENERAL		
E	Be respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I
E	Be committed to raising standards of achievement through high quality practice and work ethic	I
E	Be committed to the principles of the Academy programme	A I
E	Possess personal integrity, warmth and a willingness to grow and learn	I
E	Be commitment to the education of the 'whole child,' i.e. social, emotional and citizen-ship development	I

CONTINUOUS PROFESSIONAL DEVELOPMENT		
E	Evidence of commitment to personal CPD.	A
E	Be able to lead the development of others.	A

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"I feel extremely proud to work at Alder Tree Primary and have a great sense of purpose knowing that I am setting a positive example through this role within my own local community.

The friendliness of pupils and staff shines through and makes the school an extremely positive environment to work in. I am always happy to come to work and ensure the site is in the best learning condition for our amazing young children."

PASCAL O'GRADY
Site Superintendent

THE SELECTION PROCESS

HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for a post within the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. *Late applications will not be considered.*

TIMETABLE FOR THIS SELECTION PROCESS:

Closing date for applications: Monday 6th December 2021

Shortlisting: Monday 6th December 2021

Interview: To Be Confirmed

Start Date: January 2022

For more information, please visit our website at [White Rose Academies Careers](https://www.whiteroseacademies.org/careers).

To apply for this role please complete our application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV's.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection policy [here](#).

STAFF BENEFITS

A HAPPY WORKFORCE IS A PRODUCTIVE ONE

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Staff are entitled to discounted meals at over 6,000 restaurants worldwide including 50% off and 2-4-1 deals, home hub discounts including up to 27% off movie rentals, discounted cinema, days out and attractions, theatre tickets, and hotels and resorts worldwide, as well as retail discounts off gym memberships, retail and online stores, all with the Tastecard+ membership.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The Trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a Statutory Scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



TechScheme allows you to purchase the latest tech through your employer through salary sacrifice. What this means is that you can now spread the cost of tech products in up to 12 payments from your salary across a year, making a National Insurance saving of between 2 and 12%. There are over 5,000 tech products to choose from, from cameras to phones to tablets to game consoles.

STAFF WELLBEING



The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the Trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



COLLEAGUE
RECOGNITION SCHEME

Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



WELLBEING WEDNESDAYS

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



MATERNITY SUPPORT
GROUP

This group is made up of colleagues across the Trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the Trust, during this exciting, yet possibly isolating, time.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible).

MESSAGE FROM THE BOARD

WELCOME TO THE WHITE ROSE ACADEMIES TRUST

We are an ambitious Trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure it is money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the Trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the Trust.

Board of Directors

OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The Trust employs over 500 staff and has an annual turnover of £23 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 2,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.



WHITE ROSE ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."

The White Rose Academies Trust is a
member of Luminare Education Group

luminare
EDUCATION GROUP

