



# WE ARE ASTREA

## SENCO

### ASTREA ACADEMY SHEFFIELD PART OF ASTREA ACADEMY TRUST

#### APPLICANT BRIEF





## O PEN LETTER FROM OUR PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

**Emma Glover**  
Principal



# JOB DESCRIPTION

<b>SALARY</b>	MPS/UPS (+TLR1A)
<b>CONTRACT TYPE</b>	Permanent
<b>START DATE</b>	September 2022

## Purpose

The SENCO is responsible for the development, implementation and monitoring of the Additional and Special Educational Needs & Disabilities policy across the secondary phase of the academy. The post holder will be expected to take a strategic lead in evaluating and developing the Special Educational Needs and Disability provision within the academy and ensuring that each scholar is positively encouraged, supported and challenged to make outstanding progress.

## Main Duties and Responsibilities:

### Effective SEND Provision

- ★ ★ Provide effective coordination and leadership of the Academy's Special Educational Needs and Disability provision
- ★ ★ To work with the Senior Leadership Team and the Trust to ensure the academy is compliant with the SEND Code of Practice (January 2015) and the Equality Act 2010 by providing effective coordination and leadership of the academy's SEN provision
- ★ ★ Be responsible for the day-to-day operation of SEND policy and co-ordination of specific provision made to support individual scholars with SEND, including those who have EHC plans
- ★ ★ Advise on the deployment of the academy's delegated budget and other resources to ensure the needs of all scholars are met
- ★ ★ Ensure that an accurate SEND register is kept up to date by effective identification and monitoring of progress and development of all scholars
- ★ ★ Be responsible for the preparation of the annual SEND information report and the preparation of key reports to the governing body
- ★ ★ Be responsible for ensuring that a child with SEND gets the right support at the right time by liaising effectively with staff across the academy. Including, being the lead on gathering the evidence for and requesting an EHCP
- ★ ★ Ensure that scholars with SEND engage in the activities of the academy alongside scholars who do not have SEND
- ★ ★ Lead and manage Academic Learning Assistants to ensure effective deployment and efficient use of resources
- ★ ★ Oversee the planning and production of Learning Plans and their dissemination to all relevant staff
- ★ ★ Coordinate and lead on annual reviews of EHCP's, and coordinate any outstanding transfer reviews of Statements of SEN to EHCP's
- ★ ★ Lead on the development and implementation of inclusive practice throughout the academy, including ensuring that appropriate training occurs where necessary
- ★ ★ Work with the Heads of Key Stages to ensure that Quality First Teaching occurs for all SEND scholars throughout the Academy and that staff are guided on the choice of appropriate teaching and learning methods to meet the needs of scholars
- ★ ★ Provide professional guidance to colleagues and work closely with staff, parents and other agencies. Advise on the graduated approach to providing SEND support
- ★ ★ Be aware of the provision in the Sheffield Local Offer and work with professionals providing a support role to families to ensure that scholars with SEND receive appropriate support and high quality teaching
- ★ ★ Liaise with outside agencies and interpret recommendations in order to support pupil progress as necessary



- ★ ★ Liaise with the Designated Teacher where a Looked After Child or Post Looked After Child has SEND
- ★ ★ Ensure that detailed records are kept for each SEND scholar charting progress made and support given, mapping their provision and their progress, across the key stages, in a way which is useful and accessible to other staff. This will need to be in line with the new GDPR regulations (May 2018)
- ★ ★ Coordinate meetings with parents as necessary
- ★ ★ Be responsible for the baseline assessment of new scholars to aid early identification of SEND
- ★ ★ Arrange the assessment of scholars as required from referrals or enquiries from staff or parents
- ★ ★ Work with the Exams Officer and Specialist Assessor to ensure that access arrangements are applied for, in good time, and in place as required
- ★ ★ Ensure that for those scholars who are entitled to access arrangement in external examinations have access to this in day-to-day learning within the classroom
- ★ ★ To support and develop initiatives which improve standards of literacy and numeracy across the academy and effectively deploy Catch Up Funding
- ★ ★ To work with the Pupil Premium Coordinator to ensure a cohesive approach to supporting SEND scholars who are also disadvantaged
- ★ ★ Teach an appropriate lesson load, as appropriate to skills and qualifications
- ★ ★ Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- ★ ★ Analyse data generated by academy assessments effectively to inform future scholar progress and strategies for such.
- ★ ★ Liaise with other areas of the academy ensure this information is accurate and acted upon
- ★ ★ Liaise with feeder schools to ensure an effective and smooth transition to Astrea Academy Sheffield
- ★ ★ Liaise with potential next providers of education to ensure transfer of information and a smooth transition
- ★ ★ Undertake professional development as agreed with academy leaders
- ★ ★ To attend and contribute to termly Astrea SENCO Cluster meetings and academy based staff meetings, as required
- ★ ★ To maintain a high, visible presence around the academy to ensure that the highest standards of behaviour and site-usage are upheld
- ★ ★ Work with the Attendance Officer & Attendance Lead to identify those SEND scholars at risk of poor attendance and implement strategies to improve their attendance to ensure all scholars attendance is in line with the academy target of 96%.
- ★ ★ Champion the academy's rewards system and ensure that scholars with SEND are recognised for their achievements and contributions to the life of the academy

#### Working with Others and Self-Development

- ★ ★ Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- ★ ★ Communicate and liaise with staff, scholars, parents, governors and members of the local community as appropriate
- ★ ★ Actively promote the academy and liaise with outside agencies as necessary, representing the academy as appropriate
- ★ ★ Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities
- ★ ★ Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- ★ ★ Demonstrate a commitment to Equality of Opportunity for all members of the academy's community
- ★ ★ Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- ★ ★ Regularly review own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management
- ★ ★ Manage own workload and support others to manage an appropriate work life balance
- ★ ★ To actively engage in projects and/or initiatives across the family of academies as and when directed by the Principal and/or CEO
- ★ ★ Provide INSET and training for staff, as required.



### Supporting the leading of Teaching and Learning

- ★ To ensure a realistic consistent and continuous Academy-wide focus on scholar achievement, using data and benchmarks to monitor progress in every scholar's learning
- ★ To ensure that learning is at the centre of a strategic planning and resource management
- ★ To establish creative responsive and effective approaches to learning
- ★ To ensure a culture and ethos of challenge and support where all scholars can achieve success and become engaged in their own learning
- ★ To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole Academy community
- ★ To implement strategies which secure high standards of behaviour and attendance
- ★ To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework
- ★ To take strategic role in the development of new and emerging technologies to enhance and extend the learning experience of scholars and staff
- ★ To monitor, evaluate and review classroom practice and promote improvement strategies
- ★ To challenge underperformance at all levels and ensure effective corrective action and follow-up

### Working to manage the organisation

- ★ To create an organisational structure which reflects our values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- ★ To produce and implement clear, evidence based improvement plans and policies for the development of the department and its facilities
- ★ To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- ★ To manage our financial and human resources effectively and efficiently to achieve the educational goals and priorities
- ★ To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the department
- ★ To implement successful performance management processes with all staff
- ★ To manage and organise the environment efficiently and effectively to ensure that it meet the needs of the curriculum and health and safety regulations
- ★ To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all scholars and provide value for money
- ★ To use and integrate a range of technologies effectively and efficiently to manage the Academy
- ★ To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc
- ★ To actively engage in projects and/or initiatives across the family of schools as and when directed by the Principal and/or CEO

### Working to secure accountability

- ★ To fulfil commitments arising from contractual accountability to the governing body
- ★ To develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- ★ To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- ★ To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities



- ★ ★ To develop and present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including governors, parents and carers
- ★ ★ To reflect on personal contribution to Academy achievements and to take account of feedback from others

#### Working to strengthen community

- ★ ★ To champion the Academy within the community and build an ethos around a 2-18 provision that encompasses the highest expectations from all
- ★ ★ To build an Academy culture and curriculum which takes account of the richness and diversity of our communities
- ★ ★ To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment
- ★ ★ To ensure learning experiences for scholars are linked into and integrated with the wider community and to ensure that scholars have opportunities to take on leadership roles within the Academy and the wider community
- ★ ★ To ensure a range of community based learning experiences
- ★ ★ To collaborate with other agencies, including other providers in the provision for the academic, spiritual, moral, social, emotional and cultural well-being of scholars and their families
- ★ ★ To create and maintain an effective partnership with parents and carers to support and improve scholar achievement and personal development
- ★ ★ To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the Academy to enhance and enrich the work of the Academy and its value to the wider community
- ★ ★ To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academies, schools and colleges promoting innovative initiatives
- ★ ★ To co-operate and work with relevant agencies to protect scholars

#### General

All Astrea Sheffield employees are required to:

- ★ ★ Abide by the Health & Safety at Work Act
- ★ ★ Attend training as required
- ★ ★ Respect confidentiality
- ★ ★ Work within the Academy and Trust policies and procedures
- ★ ★ Comply with the Academy and Trust no smoking policy
- ★ ★ Participate and contribute to team meetings
- ★ ★ Co-operate and liaise with departmental colleagues
- ★ ★ Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- ★ ★ Support and encourage harmonious internal and external working relationships
- ★ ★ Make a positive contribution to raising the profile of the Academy



# PERSON SPECIFICATION

## EXPERIENCE

- ★ Experience of working with scholars with SEND to achieve expected and better progress
- ★ Experience of planning and implementing strategies which impact significantly on scholar progress
- ★ Evidence of developing coherent data tracking systems to support interventions and their evaluation
- ★ Experience of working with outside agencies
- ★ Experience of working across different key stages
- ★ Experience of managing a team

## EDUCATION & QUALIFICATIONS

- ★ Qualified teacher status
- ★ National SENCO Award (or a commitment to working towards)
- ★ Recent first aid qualification

## SKILLS & KNOWLEDGE

- ★ Clear understanding of strategies to develop Quality First Teaching for SEND scholars
- ★ Excellent understanding of the SEND Code of Practice (2015)
- ★ Up to date knowledge of good practice in secondary education
- ★ Understanding of related statutory guidance linked to SEND, including:
  - Exclusion from maintained schools, academies and pupil referral units in England (2017)
  - Education for children with health needs who cannot attend school (2013)
  - Supporting pupils with medical conditions at school (2017)
  - Working together to Safeguard children (2018)
  - Promoting the education of looked-after and previously looked-after children (2018)
- ★ Ability to create and lead whole academy change
- ★ A commitment to inclusion in the fullest sense
- ★ An ability to recognise potential safeguarding issues
- ★ An ability to recognise where behaviours that challenge are as a result of an unmet need and an ability to identify
- ★ and take action in managing this
- ★ Understanding of and commitment to Equal Opportunities and anti-discriminatory practice
- ★ Have a commitment to children, their families and the community
- ★ Demonstrate a commitment to own professional development and a willingness to learn
- ★ Be able to work in partnership with parents
- ★ Excellent written and oral communication skills
- ★ Good organisation and personal management skills
- ★ Be able to work as part of a team
- ★ Be friendly and have a flexible approach to work
- ★ Be able to work on own initiative and be self-motivated
- ★ To be enthusiastic
- ★ Have a calm and confident manner
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision



- ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ Effective time management

**This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*