



GLOUCESTER
ACADEMY



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Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Gloucester Academy
Painswick Road,
Gloucester,
GL4 6RN

Telephone: 01452 428800

Email: info@gloucesteracademy.co.uk



Dear candidate

Thank you for your interest in the role of SENCO at Gloucester Academy. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our Head's PA , cgasher@gloucesteracademy.co.uk We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Phillipa Lewis, Headteacher

ABOUT OUR SCHOOL

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

Permanent

SALARY

- Salary calculated in line with Main Pay Scale Range, points M1 – M6, Upper Pay Scale Range, points UPS1 – UPS 3.
- TLR2C (currently £8,610). **Plus possible allowance depending on experience.**

HOURS OF WORK

Monday to Friday 32.50 hours per week.

PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

- Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	SENCo
Responsible to:	Deputy Head
Responsible for:	TAs and HLTAs

ROLE OVERVIEW

We are looking for a SENCo to work alongside our existing SENCo to support the strategic oversight of our new inclusive support base and to lead on either Key stage 3 or 4 intervention and support to ensure success for all. As a SENCo you will be responsible for inspiring and motivating the school community to develop effective ways of overcoming barriers to learning and promoting effective teaching and learning for children with specific needs. As a SENCo, you'll be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the Headship team and other senior colleagues, you'll use your leadership skills to manage the provision and to provide support to other teachers and support staff.

At Gloucester Academy our model of inclusion is built on the principle that all students can achieve, all students benefit from relentlessly high expectations. Our SEN provision is in the heart of the school, ensuring that this inclusion is front and centre of the school's collective mindset. We have worked hard to ensure this ethos is consistent, and we always meet the legal obligations of EHCPs and other statutory documents. We are evidence led, ensuring that the provision we have in place is rooted in strategies proven to raise attainment for our most vulnerable.

MAIN DUTIES AND RESPONSIBILITIES

- To take responsibility for the identification and monitoring/review/evaluation of the SEN needs within the school;
- To regularly review the identification and placement of pupils with SEN on the SEN Register;
- To ensure that appropriate information regarding the pupils' SEN and support strategies are shared with all staff;
- To review, refine and implement SEND and related policies to ensure best provision for our pupils;
- To meet with parents and the pupil to set up, review and evaluate SEN Support plans and provision plans;
- To prepare Annual Review documentation and lead the Annual Review of EHCPs with pupils, their parents and involved professionals;
- Make referrals and liaise with professionals outside of the school - this could range from and include: MAST team, psychologists, Local Authority SEN team with EHCP applications, health and social care providers, speech and language therapists and occupational therapists;

- To contribute to planning for the delivery of evidence-based and effective SEN strategies and support to meet the needs of pupils with SEN;
- Support staff in understanding the learning needs of pupils with SEND and the importance of raising their achievement; • Assist colleagues to plan effectively with clear learning goals, considering the previous experience and prior attainment of individual pupils;
- Advise staff on the most effective teaching methods to enable pupils to achieve their learning goals;
- Ensure appropriate assessment of all pupils receiving support and assist colleagues in the setting of realistic and challenging targets for future progress;
- To provide outstanding teaching to pupils;
- Support staff with the writing and implementation of Learning Plans and Behaviour Plans and the keeping of appropriate, up to date records;
- To undertake additional assessments of specific learning needs;
- Attend, lead and participate in relevant meetings, training and other learning activities;
- Provide and arrange for the provision of training for staff; disseminate good practice across the school. Support and advise all staff who work with children with additional needs;
- Line manage, including leading the performance management of SEN teaching assistants;
- Carry out all duties and responsibilities as a Deputy Designated Safeguarding Lead
- Keep up to date with national and local initiatives related to SEN and cascade information to colleagues;
- To participate in Child and Family Team meetings;
- To actively champion inclusion across the school;
- To lead professional meetings regarding SEND and Safeguarding, including: EHCP, EHAT and TAMs;
- Attend an annual meeting to review the SLA for the SRP alongside the headteacher.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Good Hons. Degree.	x	
Qualified Teacher Status.	x	
Willingness to undertake further CPD.	x	
Relevant postgraduate studies.	x	
Trauma Informed Training		x
SEND qualification		x
Skills and experience		
Experience of working with students with a variety of special educational needs both in class and in small group or one to one situation	x	
Experience of managing a range of Behaviour in a positive manner	x	
Experience of working successfully with teaching colleagues on differentiation, scaffolding and on developing strategies to meet differing needs	x	
Experience of working with a range of outside agencies to deliver agreed outcomes	x	
Excellent knowledge and understanding of the SEND Code of Practice	x	
Experience of effective partnership working with parents	x	
Experience of stakeholder engagement, including navigating complex situations with partners and stakeholders	x	
Excellent knowledge and understanding of the SEND Code of Practice	x	
Expertise in communication and relationship building with external agencies including Local Authority		x
Experience of leading successful initiatives across the school		x
Personal attributes		
An enthusiasm for the post and ability to lead, manage, motivate and inspire pupils, staff, parents / carers & Governors	x	

Excellent organisational skills, including time management, prioritisation and forward planning	x	
Ability to demonstrate initiative, enthusiasm and drive	x	
A willingness to participate in appropriate training and activities relevant to this role	x	
Integrity, reliability and the ability to maintain confidentiality	x	
An understanding of issues related to the promotion of effective learning and teaching	x	
Excellent knowledge and understanding of strategies to promote positive Behaviour, discipline and social inclusion	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Monday 20th May Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on a date to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1st September 2026.



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