



INFORMATION FOR CANDIDATES

Grace Academy Darlaston

SENCO

Deadline for Applications: 14th July
MPS/UPS (TLR 1a £9782)

"Grace Academy Darlaston 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."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children 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 children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Job Description

REPORTING TO:

Assistant Principal - Inclusion

MAIN PURPOSE

Grace Academy Darlaston is a secondary Academy with approximately 1,100 students and 130 staff. We are seeking to appoint an experienced practitioner to take responsibility for the day-to-day operation of SEND provision and to support the Assistant Principal for Inclusion with the strategic vision of SEND across the school. The post holder will be expected to participate in activities and initiatives across the Trust.

Main Duties

- Support in determining the strategic development of special educational needs (SEN policy) and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other stakeholders.
- The SENCO will be expected to fulfil the responsibilities of a teacher.

Strategic development of SEN policy and provision:

- Have a strategic overview of provision for pupils with SEN or disability across the school, monitoring or reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision with pupils with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the Academy Improvement Plan.
- Maintain up to date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Promote a culture of deliberate practice among teaching staff, encouraging ongoing reflection and targeted development to enhance teaching skills specific to SEND.
- Collaborate with leadership to embed high-quality SEND teaching strategies into whole-school professional development plans, ensuring consistent and effective practice.

Operation of SEN policy and co-ordination of provision:

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of provision in the local offer.

Qualifications

- Qualified Teacher Status
- National Award for SEN Co-ordination, NPQ for SEND or a willingness to complete this within 3 years of appointment



Job Description

continued

Duties continued

- Work with external agencies and stakeholders to ensure timely and effective support for students.
- Be a key point of contact for external agencies and the Local Authority.
- Analyse data, including assessment, attendance and behaviour data, for pupils with SEND.
- Implement and deliver intervention groups for pupils with SEND, and evaluate their effectiveness.

Support for pupils with SEN or a disability:

- Identify and monitor pupil's with additional needs
- Co-ordinate provision that meets pupil's needs and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review Education, Health and Care Plans with parents, carers and other stakeholders.
- Ensure regular and effective lines of communication with parents/carers.
- Ensure effective procedures for student file transfer and liaison with other schools during transitions.
- Promote inclusion within the school community and access to the curriculum, facilities and extra-curricular opportunities for all students.
- Work with the designated teacher for LAC, where a looked-after pupil has SEN or a disability.

Leadership and Management:

- Work with the Principal and governors to ensure the school meets its responsibilities under the Equality Act 2010
- Prepare the review information the governing board is required to publish
- Contribute to the Academy Improvement Plan and whole school policy
- Contribute to the whole school CPD offer and support with bespoke CPD based on identified needs.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- Lead and manage the Learning Support Team, working with pupils with SEN or a disability.
- Review staff performance on an ongoing basis.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all of the tasks the SENCO will carry out. The post holder may be required to complete other duties appropriate to the level of the role, as directed by the line manager.



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.

Teacher - Grace Academy Darlaston

Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified Teacher Status	✓	
National Award for SEN Co-ordination, NPQ for SEND or a willingness to complete it within 3 years of appointment.	✓	
Relevant Degree	✓	
KNOWLEDGE & EXPERIENCE		
Teaching experience	✓	
Experience working closely with SEND students	✓	
Experience of some level of leadership	✓	
Experience of line management of staff and appraisal processes	✓	
Experience of working at a whole-school level	✓	
Experience of conducting training	✓	
SKILLS & ATTRIBUTES		
Sound knowledge of the SEND Code of Practice	✓	
Understanding of Quality First Teaching and the effective use of interventions.	✓	
Ability to plan and evaluate interventions	✓	
Data analysis skills and the ability to use data to inform provision planning.	✓	
Effective communication and interpersonal skills, including the ability to hold challenging conversations.	✓	
Ability to build effective working relationships	✓	

Teacher - Grace Academy Darlaston

Person Specification

Ability to effectively influence and negotiate.	✓	
Good record keeping skills	✓	
Personal Qualities		
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	✓	
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times.	✓	
Commitment to safeguarding and equality.	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

THE CLOSING DATE FOR APPLICATIONS

14th July

SHORTLISTING

14th July

INTERVIEWS

16th July

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Beverley Beasley, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk  GraceAcademyDarlaston  GADarlaston

www.tovelearning.org.uk  ToveLearningTrust  ToveLearningTrust

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