



THE CHEADLE ACADEMY



Recruitment Pack

SENCO

Dear applicant

Welcome to The Cheadle Academy, a small 11-16 high school in the Staffordshire Moorlands. We are a distinctive school with polite, friendly, and thoughtful students, supported by a dedicated staff team who are prepared to 'walk the extra mile' to ensure every student achieves success. Our approach is highly personalised, focused on developing the knowledge, skills, and understanding of each individual. The ethos of our school places students at the heart of everything we do, and they are at the forefront of every decision we make.

We are incredibly ambitious academically, ensuring our students secure the results they need to pursue further education, employment, or training. Alongside academic success, we are passionate about nurturing a love for art, music, reading, theatre, sport and culture, enriching students' lives long into their future. Every experience counts, and our holistic approach shapes the lives of students, fostering the British values of respect and tolerance, and preparing them for a dynamic and competitive global workplace.

Children need positivity, excellent role models, and a platform from which to shine. We make no apologies for upholding traditional values and high standards. We firmly believe that our students should be well-mannered, smartly dressed, and respectful of one another. These principles, alongside our supportive and close-knit community, help create a safe, caring and happy learning environment where every student can thrive. When our students develop in this way, they gain the ability to positively influence not only their own lives but the lives of others.

We pride ourselves on the relationships between school and home, with an emphasis on students belonging and being proud to represent our school.

At The Cheadle Academy we provide an environment where students are encouraged to be curious learners, value their community, develop a pioneering spirit and work hard to leave a lasting legacy for future generations.

As we embark on the search for a SENCO, we are seeking an individual who shares our passion for creating a workplace that stands out. We want someone who will contribute to the vibrancy and success of The Cheadle Academy.

We are looking for a knowledgeable and skilled specialist who will inspire students to enjoy and thrive in all aspects of SENCO. The ideal candidate for this position will be self-motivated and ambitious, whilst remaining committed to working collaboratively with colleagues at all levels across the organisation. You will have experience of raising standards and supporting student progress.

Please review the recruitment pack before completing your application form.

If you would like to find out more or see us at work, please contact us to arrange an appointment. We would love to hear from you. I look forward to welcoming you to The Cheadle Academy.

Mrs N Slack



THE CHEADLE ACADEMY





HOUSE COMMUNITY

Cheadle Academy is an integral part of the local community and encourages students to be kind and therefore inclusive of others.

Cheadle Academy pupils are invested in their community and are committed to seeing it thrive by championing our culture and celebrating our legacy.



HOUSE PIONEER

Students at Cheadle Academy are inspired to be pioneers in their chosen fields following in the footsteps of local trailblazers such as Mary Blagg.

They are encouraged to follow their passions no matter what their aspirations are. They are supported to perform to their best, whilst remaining grounded and authentic; therefore true to themselves and their potential future career.





HOUSE LEGACY

Upholding the legacy of the historic market town of Cheadle is an ingrained value of Cheadle Academy students.

Cheadle Academy is proud of the town's history; therefore we inspire our students to create their own legacy by remaining courageous and not afraid of failure.



HOUSE CURIOSITY

Cheadle Academy encourages students and staff to remain curious and therefore always ready to learn.

This inquisitive nature equips Cheadle Academy students to be the best they possibly can be in their future endeavours.



www.theheadleacademy.co.uk

SENCO

Salary: L6 (£56,316)

Start Date September 2025

The Cheadle Academy is seeking to appoint an enthusiastic and inspirational SENCO with the ability to teach across Key Stage 3 and 4. The Governors are looking for an individual who is an outstanding practitioner and who will contribute positively to the wider school community.

You will have the ambition, passion and personality to enable students to excel in education and understand how this can support, influence and engage students in the world around us. You will drive the vision of the academy and offer leadership that demonstrates exceptional inter-personal skills, the ability to inspire others and demonstrate a commitment to every student achieving their potential.

The Cheadle Academy is an equal opportunities employer committed to safeguarding and promoting the welfare of children. This position is subject to an Enhanced Disclosure check.

For further details and an application pack, please visit the school website.

Visits to the school are encouraged and can be arranged by contacting Tracey Alkins (Finance Officer) at recruitment@theheadleacademy.co.uk or on 01538 493900.

The Cheadle Academy is dedicated to providing a supportive and inclusive workplace environment. We welcome applications from all qualified candidates.

Closing date for applications: Wednesday 21st May 2025 9am

Interview Date: Friday 23rd May 2025

SAFEGUARDING


The Cheadle Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicant will be required to apply for an enhanced Disclosure and Barring Service check.

We are passionate about promoting British values, which is evident through our curriculum and the routines of our daily school life.

VISION AND VALUES

"The school is well led and Managed. The new leadership team has a clear vision for the school." (Ofsted 2025)

The Cheadle Academy is a school which puts the child at the heart of everything we do. We are a fully inclusive school who through partnership with our teachers, students and parents ensure that every child becomes the best they can be. We aim to be an outstanding community based school that inspires and empowers a generation of lifelong learners.



THE CHEADLE ACADEMY

We are often asked what we value most at The Cheadle Academy.

- ➔ The whole person is what truly matters.
- ➔ We value people who are courageous, therefore not afraid of failure.
- ➔ We value people who are curious, therefore always ready to learn.
- ➔ We value people who are kind, therefore inclusive of others.
- ➔ We value people who are grounded, therefore authentic and true to themselves.
- ➔ When our students develop in this manner, they gain the ability to positively impact not only their own lives but the lives of others.

This is The Cheadle Academy way.

SENCO

Key Dates:

School tours available on request, please telephone Mrs T Alkins on 01538 493900 to arrange.

Closing date: Wednesday 21st May at 9am

Interview Date: Friday 23rd May

Start date: September 2025

You will need to submit a fully completed application form by the closing date above. Please note that we do not accept CVs and no applications will be accepted after the closing date. Shortlisting will be based on the information contained within your application form only.

Your application should be emailed for the attention of Mrs T Alkins to:
recruitment@theheadleacademy.co.uk

or post it to:

Mrs T Alkins
Finance Officer
The Cheadle Academy
Station Road
Cheadle
Stoke-on-Trent
Staffordshire
ST10 1LH

For further enquiries, please contact the school on 01538 493900

We look forward to receiving your application.

Job Description

JOB TITLE: SENCO

JOB PURPOSE:

The SENCO will:

- Determine 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 students with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers Pay and Conditions.

While the SENCO will have responsibility for the oversight of provision for students with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of students within their classroom.

- Have a strategic overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Attend senior leadership meetings.

Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.

- Maintain an accurate SEND register and provision map.

Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support.

- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with other schools, educational psychologists, health and social care professionals and other external agencies.
- Be a key point of contact for external agencies, especially the Local Authority (LA).

- Analyse assessment data for students with SEN or a disability.

Implement and lead intervention groups for students with SEN, and evaluate their effectiveness.

- Identify a student's SEN and strategise to meet the child's needs.
- Co-ordinate provision that meets the student's needs and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.
- Review the education, health and care (EHC) plan with parents or carers and the student.
- Communicate regularly with parents/carers/staff.
- Have in place a robust transition programme to support students transitioning from primary school as well as mid-phase entrants.
- Ensure if the student transfers to another school, all relevant information is conveyed to that school and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Work with the designated teacher for looked-after children (LAC), where a looked-after student has SEN or a disability.

- Work with the Principal and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the SIP and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy.

Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEN or a disability.

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students with SEN.

Remain alert to the fact that students with SEN may be more vulnerable to safeguarding challenges.

- Lead and manage Learning Support Assistants working with students with SEN or a disability.

Review staff performance on an ongoing basis.

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- The Head of Inclusion/SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- 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 tasks that the Head of Inclusion/SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.
- To support the school in meeting its legal requirements for worship.
- To promote the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.

To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.

Person Specification

- Qualified teacher status
- National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment

Degree

- Teaching experience
- Experience of working at a whole-school level
- Experience of working with children with a range of SEN
- Involvement in self-evaluation and development planning

Experience of conducting training/leading INSET

- Sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate

Good record-keeping skills

- 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