

# SEND Team Manager

## Job specification pack



# Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.



We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

## Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance
- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



### **Sacha Corcoran, MBE (Principal)**

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

**– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –**

# What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

*"The teachers always find time to help."*

*"I love the small class sizes, and the fun environment created."*

*"I get to do something I love with other people who have the same interests as me."*



*Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.*

Georgia



*If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"*

Amani

# Job Description & Person Specification

## SEND Team Manager

- Salary: £38,000 - £42,000
- Full time – 52 weeks
- Reporting to: SENDCO
- Location: Big Creative Academy, Clifton Avenue, E17 6HL

## Job Description

### Key Tasks:

**Reporting to the SENDCO, this post holder will be accountable for**

- Assisting the SENDCO in leading the provision for SEN within the academy
- Line manager support assistants and timetable support hours for students
- Carry out supervision with learning coaches bi-weekly, track and monitor their progress through 1 to 1's, probation and appraisals
- Line managing, professionally developing and deploying staff in such a way that they perform at their best.
- Working with the SENCO to support curriculum areas in ensuring outstanding outcomes for SEND students
- Developing curriculum resources to ensure that students identified as having SEN have the required levels of support.
- Line-manage the staff (Learning Coaches), day to day duties, as well as timetabling.
- Carry out Supervision with the Learning Coaches, monthly.
- Providing guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support
- Assisting with the development and implementation of strategies aimed at raising the achievement of SEND students.
- Actively promoting and demonstrating creativity and innovation when searching out new strategies to support our SEND students
- Leading and monitoring appropriate intervention programmes for SEND students
- Supporting all curriculum areas to contribute positively to raise the achievement of SEND students
- Maintaining good quality Academy documentation pertaining to the Learning Support needs of all students
- Attending SEND meetings with outside agencies and ensure documents are personalised, robust and include SMART targets aimed at raising the achievement of individual students
- Deputising for the SENCO in liaising with and co-ordinating the contribution of external agencies such as Educational Psychology and CAMHS

# continued...

- Assisting with CPD training for teaching and learning of SEND students
- Adhering to the C.O.P
- Promoting and embedding whole school priorities and initiatives as appropriate within the department
- Assisting the SENCO to evaluate, monitor and communicate department performance priorities and targets.
- Assist the SENCO to develop and embed strategies that maximise the use of technology by students and staff to support teaching and learning and boost outcomes
- Maintain an accurate SEND register and provision map
- Support curriculum areas in ensuring accurate record keeping and data for SEND students
- Analyse assessment data for students with SEN and/or a disability and liaise with the SENCO and teaching colleagues to implement appropriate interventions
- Monitor the teaching of literacy and numeracy for SEND students throughout the Academy
- Line managing, professionally developing and deploying staff in such a way that they perform at their best.
- Ensuring that all members of staff in the subject area go through the Performance Management cycle in the manner specified in the Academy policy.

## **Specific Responsibilities:**

- To support the provision of SEN, including the allocation of support time and the writing of SEN paperwork.
- To liaise with relevant outside agencies to ensure that individual SEN learners requirements of their EHCP are met fully.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
- Ensuring that staff are kept informed of students' SEN and advise on areas to develop
- Working with the SENCO and other staff to ensure that all SEN students' Profiles, passports and plans are used to set subject specific targets and match and work well to pupils' needs.
- Using data/ (attend at risk meetings) effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils using the SEN Learning Coaches.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students.
- To work with the SENCO to promote an inclusive curriculum.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To monitor the progress of students with SEN and advise the SENCO.
- To support meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENCO.
- To support the process of access arrangements in liaison with the SENCO.
- Maintain and be aware at all times of the SEN Register and profile sheets.
- Update students records as appropriate and assist the SENCO with more complex paperwork as when necessary.
- Attend meetings as directed by the SENCO.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Contribute to the overall work/aims of the academy and appreciate and support the role of colleagues and other professionals to enable the academy to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Keep provision maps/ HNF for intervention tracking and impact and produce reports when necessary.
- Attend conduct meetings such as Governor Panels and permanent exclusion hearings where students have a special educational need or disability.

## **Culture:**

- Contribute to the calm and effective running of the academy by supporting students with behavioural needs relating to their SEND. Adhered to Big Creative Academy's ethos.

# continued...

## **General:**

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Services Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## **Key Organisational Objectives**

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The post holder to be committed to safeguarding and promoting the welfare of all students at all times
- At all times operating within the colleges' Equalities policies.
- Commitment and contribution to improving standards for students as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the organisation and specialism of the area of study.

## **Special Conditions of Service**

- The Academy will undertake an enhanced disclosure and Baring Service (DBS) check on successful candidates.
  - Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.
  - Because this post allows substantial access to student, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.
  - All new employee at Big creative Academy, will receive a 3 to 6 months' probation period.
  - Equal Opportunities
  - The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.
-



# Person Specification

## A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
Educated to degree level or equivalent in SEND/Behaviour		X	A and I
Qualification or equivalent Child care and Development/ Young people's work force/ Health and Social Care/Class Room Assistant	X		A and I
Qualification in mental health first aid/Safeguarding Level1		X	A and I
Knowledge and Skills			
Knowledge of issues affecting young people as creatives		X	A
Ability to work effectively with a range of colleagues both within the Academy and from external agencies	X		A
Knowledge of high needs funding for the effective support of students with an Educational Health Care Plan	X		A and I
Extensive knowledge of using, setting up, maintaining and developing administrative systems.		X	A
Experience of working with Students who have difficulty attending an education setting	X		A and I
Ability to develop good relations with staff and students and the wider school community	X		
Experience			
Must have worked with children and or adolescents supporting SEND needs in an educational setting	X		A
Experience in working in an all-inclusive setting	X		A and I
Commitment			
Track and manage data		X	A
Ability to organise and prioritise workload and work on own initiative	X		A
Ability to develop good relations with staff and students and the wider school community	X		A and I



## How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at [www.bigcreative.education/bca-jobs](http://www.bigcreative.education/bca-jobs) by Thursday 26th of July.

## Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (EDBS) check. New members of staff cannot start their positions until these documents are in place.

## Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



# What our staff say...



*I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.*

**The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.**

*There is fantastic communication between members of staff and the management team.*

**I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.**

*The staff get on well with each other and work together positively to benefit the organisation.*

**Lovely working environment with a supportive team and great students.**

*What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.*

**I like the collaborative culture and genuine care for staff, with time and energy invested.**

*BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.*

**I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.**

*The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.*

**The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.**

*The community feel to our college is second to none.*



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated "outstanding" by Ofsted at our last inspection.

[Read the full report >](#)

### Useful links

[BCE promo video >](#)

### Socials

[Insta@we.are.bce](#)

[Twitter:@we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

[bigcreative.education](http://bigcreative.education)

