

# Recruitment Pack

## Senior Assistant

### SENDCo

Closing Date: 21st October 2024 at  
08:00 am



MARINE ACADEMY  
PLYMOUTH

the  
university  
school

LEADERSHIP | RESILIENCE | ASPIRATION

Ted  
Wragg  
TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- **be stronger together**

## How will we succeed?





# Marine Academy Plymouth

**Aim High. Be Kind. Don't Give Up.**

Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming  
Principal

# Key Details

<b>Job Title:</b>	Senior Assistant SENDCo
<b>Location:</b>	Marine Academy Secondary
<b>Salary:</b>	Grade F (Actual Salary £26,974.76 – £29,194.56)
<b>Closing Date:</b>	Monday 21st October 2024
<b>Interviews:</b>	ASAP
<b>Required From:</b>	TBC

Your paragraph text

If you share our ambition, values and commitment to social justice, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role, or would like to arrange a visit, please contact at SLT Admin at [SLTAdmin@marineacademy.org.uk](mailto:SLTAdmin@marineacademy.org.uk)

Please use the application form available on the Trust website: [https://ce0218li.webitrent.com/ce0218li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ](https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ)



# Job Description

## Senior Assistant SENDCo (Grade F)

### Job Description

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by coordinating and deploying SEND Assistants to support students with SEND requirements across the Academy..

#### Your responsibilities

- Work closely with the SENDCo, take an active interest in the wider aspects of inclusion within the school, helping to remove barriers to learning where they exist
- Assist with the day-to-day running of the department, staff development and INSET training with regard to SEND
- Be responsible for the management and development of SEND Assistants and volunteers within SEND including allocation and monitoring of work, training and line management
- Support the SENDCo with statutory assessments and access arrangement assessments
- Evaluate interventions and support the Assistant Headteacher SEND in ensuring appropriate and successful interventions are in place
- Monitor, access, record and report student achievement, progress and development and use this to personalise passports and plans
- To keep up to date with national developments in the departmental area, and to remain informed of recommended teaching practice and methodology
- To have an allocated group of Key SEND students and be the first point of contact in respect of their needs
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Plan, prepare and deliver learning activities for individuals/groups

#### Grading criteria

- Directly line manages others within their service
- Establish the best course using creativity and innovation within general guidelines.
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Ability to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.



# Person Specification

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference

## Senior Assistant SEND (Grade F)

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree level qualification or equivalent level of knowledge and experience.</li> <li>• GCSE (or equivalent) in English and Maths</li> <li>• Higher level teaching assistant qualification or equivalent level of knowledge and skill</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven knowledge and understanding of SEND and best practice in its support and remediation</li> <li>• Working knowledge and understanding of EHCP annual reviews and using online systems for completing paperwork and referrals</li> <li>• Experience of working with SEND students</li> <li>• Successful experience of teaching intervention groups</li> <li>• Experience in monitoring, tracking and evaluating data</li> <li>• Qualifications demonstrating an understanding of SEND</li> <li>• Line management experience.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Key skills</b>	<ul style="list-style-type: none"> <li>• Ability to remain calm and maintain perspective in stressful situations</li> <li>• Ability to relate to and communicate with students with SEND</li> <li>• Ability to carry out duties of managing students and staff in a professional manner</li> <li>• Ability to show resilience and face new challenges with positivity and enthusiasm</li> <li>• Sensitive to vulnerable children’s needs and the confidentiality surrounding this</li> <li>• Creative thinker and be a problem solver who is able to work from initiative</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Values</b>	<ul style="list-style-type: none"> <li>• <b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li>• <b>Selfless:</b> is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust’s mission and strategic priorities.</li> <li>• <b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

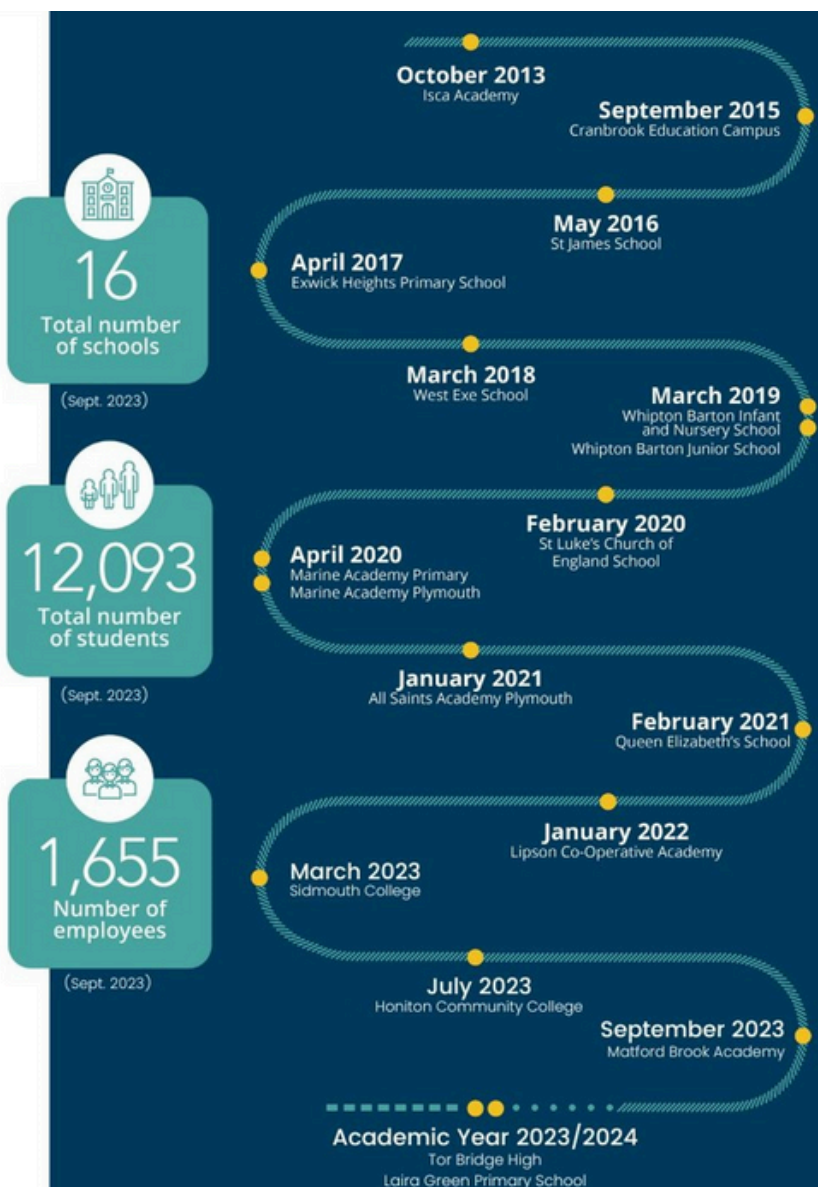


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





Thank you for your interest!



Ted  
Wragg  
TRUST