



Lord Grey Academy
Lord Grey Can



WHOLE SCHOOL SENDCo

**TOVE Learning Trust Leadership Scale
L08 – L12 £52,659 to £58,105 per annum**

Required for Easter or September 2023

Application pack contents

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“Lord Grey Academy 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.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

You have made a great decision to pursue your career with us. We are committed to every member of staff and you will find a community of colleagues where support and development for you as you progress in your career is second to none. We have a strong staff who are committed to our young people and our pursuit for academic rigour with compassion.

Lord Grey Academy has been part of the Tove Learning Trust since April 2008 and we are proud of our commitment to ensure every student reaches their potential. Our GOOD OFSTED judgement in May 2022 recognises how leaders have created a focused learning community where pupils enjoy learning and can see that they're making good progress through the curriculum.

We are the third Paris St Germain Football Academy in the UK committed to teaching young people football the Parisian way. An exciting opportunity for staff, students and the community to get involved in the game and knowledge of nutrition, health, strength and conditioning.

Lord Grey Academy is an inclusive, vibrant and diverse learning community where students develop skills in, and beyond, the classroom to ensure they flourish. We ensure that every student has access to an outstanding education and is given the best opportunities to thrive.

We create a shared ethos and an "i can achieve" attitude through our core values and motto Lord Grey Can! Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become a reality. Our values of Determination, Ambition, Curiosity, Integrity and Civility are caught, taught and sought out so that we develop the character of Lord Grey students to prepare them for life beyond school. We have the highest expectations in all that we do and expect of others with strong pastoral, learning and behaviour systems in place to hold students into the pace of our Lord Grey way: the way we do things here.

I am excited to have such a strong body of staff to help continue this pathway towards realising our vision. We work collaboratively across all areas of the school- support staff, teaching staff, admin staff- with one aim to secure the very best futures for our young people. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students and staff at Lord Grey build close relationships and foster a strong culture of learning.

The staff team supports each other well and there is a strong sense of togetherness and commitment to our motto and ambition. We are truly committed to reducing unnecessary work burdens for our staff and promoting a healthy work life balance. Wellbeing of staff and students is always a priority with our own Mental Health team, Ethos Team and staff socials as well as some perks, no emails at weekends and in evenings, a true open door policy so you can speak freely including anonymous staff surveys termly. As a result of these surveys, the leadership team truly listens to staff and over the last 18 months have centralised detentions, created automated systems for communication home and constantly review staff wellbeing to promote healthy work life balances.

We are a community.

We are a community who CAN and DO every day.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Information about the Faculty

INCLUSIVE LEARNING FACULTY

The Inclusive Learning Faculty is a large and diverse team and is committed to providing high quality support for teaching staff and students. Working in the Faculty is busy and demanding but is never boring and is very rewarding.

We provide support for all students whenever necessary in order to underpin teaching and learning. This can be short-term or long-term support, depending on the needs of the student. Students regularly supported by the faculty include the most able, students with SEN or EAL and Children in Care. Students in need of more short-term intensive support might be new to the school, have short-term emotional or medical needs, or may be at risk of a referral to alternative education because of poor behaviour.

Staff within the school speak highly of the support we offer. We have good relationships with external agencies and have built up a strong reputation across Milton Keynes for our inclusive approach. We are looking forward to welcoming a dynamic and enthusiastic teacher to the team who will help us to further develop and expand our inclusive approach.

If you have any further questions please contact me at the school on becky.reynolds@lordgrey.org.uk

Becky Reynolds
Assistant Principal for Inclusive Learning





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JOB DESCRIPTION - WHOLE SCHOOL SENDCo

Role: SENDCo
Responsible to: Assistant Principal - Inclusive Learning
Based at: Lord Grey Academy
Hours: Full Time- significantly reduced timetable
Salary: Leadership 08 - 12

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- to be accountable for the effective use and tacking of element 2- and applying for- element 3 funding.
- job descriptions are subject to review and amendment

Job Context

To enable all students to make as much progress as possible, and to develop as confident, well-educated and happy young people.

Key Responsibilities

- Ensure high aspirations for the achievement, behaviour, personal development, engagement and attendance of all students with special educational needs within the school
- Lead quality assurance processes including accurate self-evaluation, to inform effective strategic planning that leads to high standards of outcomes and provision
- Develop and lead the implementation of policies and highly effective SEND practices across the school
- Management of information, data recording and reporting in relation to SEND ensuring compliance with the code of practice and local offer
- Lead the SEND team to ensure that resources are effectively deployed to ensure that SEND strategic objectives are met
- Have oversight and control of the SEND budget
- Collaborate with other leaders to ensure that teams around a SEND student are working together to deliver highly effective provision.
- To ensure pupils with SEND receive support to meet their needs and engage in activities of the school alongside their peers
- Develop systems which effectively support teaching staff in meeting the needs of individual students with SEND
- Support the identification of and disseminate the most effective teaching approaches for individual students with SEND and finding effective ways of bridging barriers to learning through assessment of needs
- Undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies to ensure the code of practice is effectively implemented
- Model high quality SEND intervention and develop others through targeted CPD.



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Job Description

Teaching and Learning:

- 1) Under the reasonable direction of the Assistant Principal - Inclusive Learning to carry out the professional duties of a school teacher and adhere to all aspects of the Teachers' Professional Standards
- 2) A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- 3) To maximise progress for all classes taught by you
- 4) To teach your subject(s) in Key Stage 3, 4 with a significantly reduced timetable.
- 5) To teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour
- 6) To contribute to learning opportunities within the formal and extended curriculum
- 7) To ensure student progress against prior attainment, at least in line with national averages and progress targets
- 8) To involve parents in behavioural issues in line with School policies
- 9) To ensure the effective and efficient deployment of classroom support
- 10) To work as a member of designated teams and to contribute to the building of teams within the School

Curriculum and Assessment

- 11) To plan appropriate lessons to meet the learning needs of all students including those of:
 - a. the higher prior attaining,
 - b. Looked After Children,
 - c. of EAL and 'groups within groups' students and
 - d. of those students with Special Education Needs or who are Pupil Premium
- 12) To evaluate and review lesson plans
- 13) To create and manage resources for the teaching of lessons
- 14) To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
- 15) To use assessment to inform curriculum planning, teaching and learning
- 16) To assess accurately to help students meet their Target Grades
- 17) To work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda

Continuous Professional Development (CPD)

- 18) To take responsibility for personal CPD needs within the School's Appraisal framework
- 19) To monitor the impact of CPD on your own teaching and learning
- 20) To seek advice and support within School policies
- 21) To be familiar with and contribute to the School Improvement Plan and School Self-Evaluation systems.

Management Information and Its Use

- 22) To maintain appropriate records and to provide relevant accurate and up-to-date information
- 23) To complete the relevant documentation to assist in the tracking of students
- 24) To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.



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External Communication

- 25) To carry out data analysis and produce and present reports to Governors and LT
- 26) To be responsible for writing and reviewing any statutory policies particularly information report and accessibility plan.
- 27) To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
- 28) To contribute to the development of effective subject links and other links with external agencies

Other

- 29) To comply with "Health and Safety" at Work legislation
- 30) To undertake School duties in line with School policies and procedures
- 31) To attend assemblies as required
- 32) A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
- 33) To comply with any other reasonable requests from the Associate Principal when there are exceptional circumstances
- 34) To undertake such duties as may from time to time be reasonably assigned by the Associate Principal.

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.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION - WHOLE SCHOOL SENDCO

Relevant experience	Essential	Desirable	How evidenced
Relevant experience as a highly successful teacher in a secondary school	✓		A I
Developing and delivering a strong vision for SEND provision	✓		A I
Experience of monitoring the quality of teaching within this subject and delivering effective strategies to allow continual improvement of teaching and learning		✓	A I
Success in using performance data to drive improvements in teaching, learning and student outcomes	✓		A I
Awareness of the latest developments and initiatives in education.	✓		I
Creative use of ICT to enhance teaching, learning and assessment		✓	A I
Delivery of Teaching and Learning CPD		✓	A I
Education and training	Essential	Desirable	How evidenced
Qualified Teacher Status.	✓		A
Degree in your teaching subject	✓		A
Established and evidenced practice as a highly effective teacher	✓		A I
Higher qualifications such as a Masters' Degree or evidence of pursuit of further professional qualifications.		✓	A
A nationally recognised SENDCO qualification		✓	A
Willingness to achieve the National Qualification for SENCO	✓		A I
Evidence of a commitment to own professional development.	✓		A I
Specific skills	Essential	Desirable	How evidenced
Experience of leading teaching and learning initiatives beyond their own classroom		✓	A I R
Excellent understanding of the components which comprise outstanding teaching and learning	✓		A I
Excellent interpersonal and communication skills	✓		A I
Developing high quality learning strategies and monitoring learner progress to raise attainment	✓		A I
Working effectively as a personal tutor	✓		A I
Proven ability to raise standards in classrooms other than their own		✓	A I R
Experience of giving effective feedback to colleagues about professional performance		✓	A I R

A – Application form I – Interview R – Reference



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Advertisement

WHOLE SCHOOL SENDCO **TOVE LEARNING TRUST LEADERSHIP SCALE** **L08 – L12 £52,659 to £58,105 per annum**

We require for Easter or September 2023 a dynamic, hardworking and committed Whole School SENDCo teacher to join our Inclusive Learning Faculty. Any subject area will be considered but offered at a significantly reduced timetable (roughly 30% but discussed at interview).

The right candidate will be totally aligned to our values of encouraging all students to be ambitious, determined, independent, respectful and successful and completely committed to promoting our mantra of Lord Grey Can!

The successful candidate will:

- Have the ability to lead on all matters pertaining to SEND inclusion through an excellent knowledge & understanding of the National Curriculum, the SEN Code of Practice and other relevant legislation;
- Have the ability to communicate effectively with staff, students and parents;
- Is willing to lead by example, be a team player and go the extra mile for our students;
- Is fully committed to the safeguarding of students;
- Professional, enthusiastic, flexible and with an attention both to detail and the bigger picture.

Lord Grey Academy is part of the well established and successful Tove Learning Trust and we enjoy the support and challenge that being part of a multi academy trust brings. The development of our Lord Grey curriculum and focus on high quality teaching and learning is at the heart of what we do and we hope that you will want to join us as we continue on our journey of continuous school improvement.

A lesson observation and a formal interview will form the selection criteria. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:
<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Monday 6th February 2023. Details on how to apply for this post are in the How to Apply Section of this booklet.

Only successfully short listed candidates will be contacted.





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Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students 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 students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.
- Access to Paris St Germain Football Academy holiday camps and Player Development Programmes for staff children.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.