



Assistant Headteacher - SENCO

City of Derby Academy Full Time, Permanent

Do you want to improve the life chances of all students? Do you want to make an impact in a school that is moving forward?

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

The City of Derby Academy is an 11-16 secondary school located in Sinfen, Derby. Students are at the heart of everything we do, and we would like to appoint an outstanding SENCO to support the school vision of improving the life chances for all students.

The City of Derby Academy is part of the QEGSMAT. The Trust's vision is to 'Question, Explore, Give and Succeed' and our exceptional staff, strong leadership, and motivated young people, as well as excellent facilities provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate for the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

We are committed to providing first-rate training and development to all our staff, as well as excellent career advancement opportunities. You will find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

In this post, you will be part of the Senior Leadership Team and be instrumental in 'improving the life chances of all students' which includes developing whole-school systems and ensuring that the school provides the highest quality education and support to all our young people including those with additional learning needs. You will be working with a team committed to embedding excellence in everything we do.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

If you would like to improve the life chances of all students at CODA and be part of our school community, you can find further information about the role and access the application form by visiting TES <https://www.tes.com/>.

Applicants will be required to submit a two-page document detailing why they should be considered for the role and how they will improve the life chances of students at the City of Derby Academy.

Closing date for applications: Monday 11th January 2021 Noon

Interview date: 26th January 2021

Salary: Leadership pay scale L11-15 £54,091 - £59,581 per annum

Start date: April 2021



Job Description

Post Title: Assistant Headteacher - SENCO
Responsible to: Headteacher/Deputy Headteacher
Hours: 32.5
Weeks: 52

Purpose:

- The lead the SEND provision across the school.
- To ensure that students with SEND and additional needs are identified in a timely manner.
- To be accountable for the overall progress and development of students of SEND.
- To contribute to, in conjunction with the QEGSMAT, Headteacher and Senior Leadership Team, the values of the school, long term strategic planning and school improvement priorities.
- To implement strategies for the efficient day to day operation of the extended school within the policies of the QEGSMAT and the Governing Body.
- To ensure teaching and learning are good/outstanding, for SEND students with QA systems to monitor and CPD to support improvement.
- Provide the Senior Leadership Team, Director of Education, Governing Body and Trustees with information related to the area of responsibility.

Main Duties

- To implement and deliver an appropriately board, balanced, relevant and differentiated extended curriculum for students 11-16 and to lead the 'extended learning' curriculum area
- Ensure that the aims of the SEND policy are met:
 - Ensure that all stakeholders, including academy staff, students and parents have a clear understanding of the academy approach to SEND support and provision.
 - Ensure the duties set out in the SEND Code of Practice (2015) and the Equality act (2010) are fully met, enabling those with SEND full access to the normal activities of the academy and the those within the Local Offer.
 - Develop a culture of high aspiration supported by high quality provision to meet individual needs. Promote early identification of need and appropriate intervention.
 - Focus on outcomes that ensure successful preparation for adulthood. Involve children and young people and their parents in the decision-making processes.
 - Ensure that staff training aligns with the specific expertise and knowledge needed within the academy to support the children and young adults with SEND.
 - Facilitate collaboration between education, health and social services.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them.

- To work with the Headteacher and Senior Leadership Team to develop the School Improvement Plan.
- To lead on the completion of the SEF in terms of evidence and documentation related to areas of responsibility.
- To ensure that all communication/consultation is appropriate, related to areas of responsibility; this includes the website, e-reporting, prospectus and newsletters.
- To liaise with teaching and non-teaching staff, partner schools, the LA, outside agencies and other relevant bodies on a wide range of aspects regarding the school including the DfE and School Improvement Consultants.
- Demand ambitious standards for all students, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- To lead school assemblies, gatherings and events as necessary.
- To lead and undertake Appraisal Reviews and to act as a reviewer for a group of staff within designated areas.
- To lead CPD to ensure that staff development needs are identified and that appropriate programmes are developed to meet such needs.
- To work with strategic partners to offer a range of professional development opportunities for teaching and non-teaching staff
- To establish effective standards of practice concerning developments within areas of responsibility.
- To identify other schools and individuals that have the skills, capacity and willingness to work with others to deliver bespoke or generic taught programmes as well as coaching and support.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To attend school functions throughout the year.
- To take part in personal professional development.
- To carry out the professional duties of a schoolteacher as provided for under the relevant sections of the School Teacher's Pay and Conditions Document.
- To undertake any other duty as specified by the Standard Teacher's Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree • Teaching qualification • SEND Qualification 	<ul style="list-style-type: none"> • National Award for SEN Coordination or commitment to undertake
Experience	<ul style="list-style-type: none"> • Significant teaching experience • Experience of working leading a team • Proven track record of raising educational achievement • ICT literate to support effective teaching, learning and communication 	
Shaping the Future	<ul style="list-style-type: none"> • Sound knowledge of current educational developments and how they impact on school improvement • Ability to analyse data, develop strategic plans, set targets, monitor and evaluate progress 	
Leading Learning and Teaching	<ul style="list-style-type: none"> • Secure knowledge of statutory requirements relating to curriculum and assessment • Secure understanding of assessment strategies and use of assessment to inform next stages of learning • Ability to lead and inspire high quality teaching and learning • Commitment to include and make a difference for every child • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management • Ability to effectively monitor and evaluate teaching and learning 	<ul style="list-style-type: none"> • Experience of coaching / mentoring staff • Experience of leading INSET / CPD

Developing Self and Working with Others	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to developing team • Commitment to the professional development of staff • Ability to lead effectively • Ability to communicate effectively with children, parents, staff, governors and others who support within a classroom 	<ul style="list-style-type: none"> • Creative approaches to developing teams • Experience of working with a variety of agencies / bodies • Experience of working collaboratively with other schools
Managing the Organisation	<ul style="list-style-type: none"> • Experience of leading and working in teams • Ability to produce and implement appropriate curricular or pastoral improvement plans and policies 	<ul style="list-style-type: none"> • Safer Recruitment Trained • Experience of recruitment and induction
Securing Accountability	<ul style="list-style-type: none"> • Capacity to sustain the ongoing improvement of outcomes for students of all abilities • Experience and secure understanding of strategies for managing staff performance 	<ul style="list-style-type: none"> • Experience of working with Governing Bodies
Strengthening Community	<ul style="list-style-type: none"> • Experience of engaging with parents to improve student outcomes 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Excellent literacy • Passionate about education • An effective communicator • Solution focussed and adaptable • Approachable leader with ability to motivate • Creative thinker, willing to try new ideas 	
Safeguarding Children	<ul style="list-style-type: none"> • Commitment to Safeguarding and promoting welfare of children and young people 	<ul style="list-style-type: none"> • Level 3 Safeguarding Training