



Drapers' Academy



SENCo Application Pack

RESPECTFUL

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KIND

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PURPOSEFUL

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Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and am utterly committed to ensuring that we provide the best opportunities for all of our pupils, students and their families. Drapers' Academy is a Harold Hill school committed to serving our community and in our vision statement we make clear that our focus is both to maximise academic attainment and support our young people to lead fulfilling lives. At Drapers' Academy we have very high expectations of ourselves: staff, teachers and all of our pupils and students.

I am committed to continuing to build upon the successful school, that Ofsted recognised in their inspection in March 2025. We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. We achieved our best ever GCSE and A Level results last academic year and are confident that this upward trajectory will continue. At both GCSE and A Level the Academy has been recognised locally. Our progress at A Level is second highest in the local authority, and we are in the top 50 schools nationally for improved progress at GCSE. Our culture is based around our three core values. Our community know that at Drapers' we are Purposeful, Respectful and Kind.

What makes Drapers' Academy special?

- We are one of a decreasing number of schools that are determined to provide a diverse and engaging KS3 curriculum that includes art, music, drama, ICT and Design Technology including Food Technology along with the core subjects of maths, English, Science, the humanities, languages including French and Spanish and PE.
- All of our pupils have the opportunity to go on an amazing variety of trips and visits. We subsidise some of these so that all of our community can be involved. They include trips to France, Germany, theatre trips and a range of educational visits.
- Links with, and support for our pupils and students from, Queen Mary University and the Drapers' Company, our two sponsors.

As a school we are committed to the professional development of all staff. All teachers are part of our Instructional Coaching programme, our principal model for improving teaching which stands completely outside of the appraisal system. We work on the premise, not that we are not good enough, but that we can all be better.

Drapers' Academy remains, as ever, committed to supporting the children and families from our community. If you are passionate about education and its power to transform lives, if you are able to both challenge others and respond positively to challenge, I look forward to reading your application and finding out more about you.

Good luck and best wishes



Gillian Dineen
Principal





Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University of London.

Employees of Drapers' Academy enjoy many benefits:

LIFESTYLE WELLBEING



Events: Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in Central London.

Physical Fitness: As an employee of Drapers' Academy, you will have free access to our on site gym.

Location: Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

FINANCIAL WELLBEING



EAP Membership: Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

Eye-Care: We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

Cycle to Work: We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

Pension: Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

MENTAL WELLBEING



Wellbeing Committee: We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

Small Class Sizes: Our class sizes average 25 pupils.

Work/Life Balance: No retrospective book marking.



Faculty Introduction: SEND

We have a supportive and versatile SEND Faculty at Drapers' Academy. The SENCo and deputy SENCo lead a team of 20 staff including full time admin support. Our learning support assistants offer in class support and mentoring and many offer short term interventions such as Read, Write Inc and ELSA. The SEND team have a large space within the school called the Oak Centre with small teaching spaces to offer a variety of support and intervention groups. We also have a large garden space and pond which we utilise to support and engage the pupils in outdoor learning. We are also fortunate to have a number of chickens, ducks, rabbits, guinea pigs and a turtle which make The Oak Centre a popular place for many pupils before school and at break and lunch.

All of our pupils access the full curriculum and we work closely with teaching staff to ensure this is possible. Where appropriate pupils are withdrawn for small group interventions. Some pupils have the opportunity to attend Lambourne End Centre on a weekly basis to study land based studies. Some pupils work on projects with our LSA's in the Oak Centre garden to develop a range of outdoor learning skills. We also offer The Princes' Trust course at Key Stage 4 for SEND pupils.

We are passionate about preparing pupils for their future beyond Drapers' Academy, and have high aspirations for all of our pupils. We actively promote independent learning for all and ensure that all teachers use inclusive practices so that all pupils can actively participate in lessons. We also work closely with the careers service and local further education establishments to ensure there is a smooth transition from Drapers' Academy to college for all SEND pupils, as well as other vulnerable groups.

Drapers' Academy Key Information

Pupil Numbers

1207

Year 7 - 11: **1019**
Sixth Form: **188**

Pupil Premium

45%

SEND

12%

EHCP: **3%**
SEND Support: **9%**

First Languages

English: **75%**
Lithuanian: **4%**
Romanian: **4%** Polish: **2%**
Other Languages: **15%**

Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- *"Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."*
- *"The school is highly ambitious for their pupils."*
- *"Teachers are experts in their subjects and present information clearly."*
- *"Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."*
- *"The school provides relentless support for attendance."*
- *"Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."*



Job Description

Job Title : SENCo

Reports To :	Vice Principal
Location :	Drapers' Academy, Harold Hill RM3 9XR
Hours :	Full Time, 52 Weeks
Contract Type :	Permanent
Salary :	UPS/MPS plus TLR1a £14,028
Staff Line Managed :	SEND Department Staff / LSAs

Main Duties

- To work with the Vice Principal to drive the strategic inclusion vision for all the SEND pupils in the Academy
- To promote the inclusion of pupils in the school community and ensure they access the curriculum and co-curricular offer
- To remain up-to-date and aware of all relevant legislation for SEN: for example, the Disability Discrimination Act, SEN Code of Practice, Safeguarding Children in Education, Children's Act, JCQ EAA
- To be aware of the provision in the local offer from Havering and the systems and processes required by the local authority in the administration of statutory provision
- To be the key point of contact for external agencies including the Educational Psychologist, CAHMs and the local authority
- To complete administration requirements in advance of assessments, liaising with educational psychologists, external assessors, speech therapists, occupational therapist, visual support teachers and physiotherapists
- To liaise with the SEND staff across the MAT schools to improve SEND practise
- To consult, communicate and liaise with colleagues to ensure full access to the curriculum for all pupils
- To keep an annual up-to-date SEND register to provide accessible information for teaching staff
- To ensure robust tracking systems are in place to collect and interpret specialist assessment and performance data of pupils and share these with other staff and others as appropriate
- To organise and administer screening, assessing results and formulating follow-up
- To work with the pastoral team in the Academy to interview and assess prospective pupils who may have SEN requirements.
- To liaise with relevant schools to ensure continuity of support and learning when SEN pupils transfer to the Academy
- To develop a referral system for pupils whose progress is causing concern and follow up these with assessments and implement a plan where necessary
- To identify and adopt the most effective teaching approaches for pupils and to share these with colleagues
- To refer pupils to an outside agency if appropriate, including referrals to CAHMs
- To support staff in the delivery of an alternative curriculum to SEND children as appropriate such as the Princes Trust and experience at Lambourne End Outdoor Learning Centre
- To organise, attend and administer Annual Reviews and to keep parents informed about their child's progress through individual meetings
- To attend parents' evenings and contribute to reports in line with the Academy reporting schedule
- To monitor and review subsequent progress of pupils on the SEN register and liaising with pupils, parents, teachers, tutors, and the exam officer



- To identify pupils entitled to exam access arrangements, organise/ carry out appropriate assessments and put in place the appropriate arrangements for both external and internal exams in collaboration with the Examinations Officer. To manage applications for exam access arrangements.
- To carry out or commission the requirements for an application for an EHCP and manage the required procedures and paperwork of pupils who have an EHCP.
- To provide relevant training opportunities including the Academy coaching model for Learning Support Assistants. This includes training for staff so they are able to evacuate pupils when necessary
- To coordinate the deployment of learning assistants and to ensure appropriate cover is provided in the case of a department member's absence
- To be responsible for the appraisal of learning support assistants and administrative staff
- To be involved in the recruitment of staff in accordance with the needs to the Faculty
- To work with the other key staff, such as the careers team and Sixth Form, to ensure effective transition arrangements between all stages of education
- To attend appropriate training, CPD and conferences , including attending Havering SEND meetings, and provide feedback to colleagues
- To identify resources needed to meet the needs of pupils within the school and oversee that equipment and resources for Learning Access within the Academy comply with Health and Safety requirements
- To manage the SEND budget ensuring that expenditure provides good value for money including running the Oak Centre garden and projects within it
- To ensure the SEND information report is made available to the Governing Body and is published on the school website
- To lead the quality assurance process of the SEND faculty

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.

Drapers' Multi-Academy Trust

Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

Mission

Empowering excellence, embracing diversity

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

Sponsors

Our sponsors are highly experienced and passionate about education.

The Drapers' Company

www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

Queen Mary University of London

www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





Drapers' Academy

Total Capacity

1,250 Children

Building Floor Size

10,000 sq metres
(2½ acres)

Year 7 - 11

1050 Pupils

Sixth Form

200 Students

Grounds

23 Acres

Sports Pitches

3 Grass Pitches
All weather Astroturf
Netball and Hard Courts

Indoor Climbing Wall

Exercise Suite and Gymnasium

Theatre and Dance Studio

Year 7 Dedicated Area

Exclusive Sixth Form Area

Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

Drapers' Academy

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Chair of Governors

Mr Oliver Everett

Principal

Ms Gillian Dineen

