





APPLICATION PACK

ROLE: Assistant Leader of SEND (maternity cover)

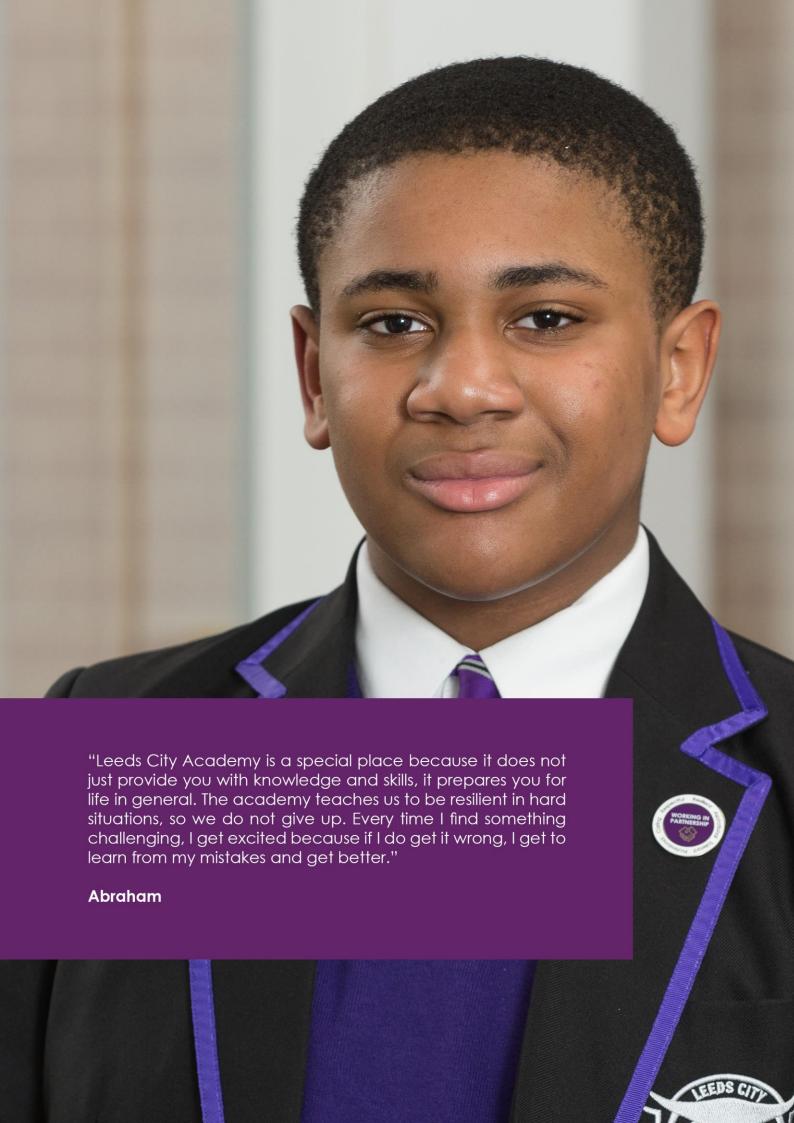
This position is for a period of 12 months maternity cover to start from 22/03/2021

START DATE: 22.03.21

SALARY: S01 Point 29 - 31 £27741 - £29577 Pro Rata TTO + 25 Days

ACCOUNTABLE TO: SENDCO

Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG Telephone:
0113 284 4260
Email:
recruitment@whiteroseacademies .org







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MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the Trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community–focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when Mill Field Primary School joined our Trust as a sponsored academy. Already, this truly community-focused Primary Academy has enriched our Trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our Trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,
- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.









The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed Mill Field Primary Academy in late 2020, our first primary school to join our Trust.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The Trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our Trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our Trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST "WE SAID WE DID"

Yours sincerely,

Andes Wide

Mr Andrew Whitaker

CEO, White Rose Academies Trust Deputy CEO Teaching and Learning, **Luminate Education Group**



Yours sincerely,

"MMA

Mr Christian Wilcocks **Executive Principal** White Rose Academies Trust









MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds City Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds City Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

We have established a unique, positive and transformative 'In Partnership' culture at Leeds City Academy which truly sets our school apart from others. This culture is founded and built upon six key values that each drive and permeate everything we do, how we behave, our relationships and all strategic decisions. Our 'In Partnership' values are affectionately referred to as the DNA of Leeds City Academy and this is something our wonderful students, staff, parents and community are immensely proud of. We strongly believe that our vision and strong culture will help us not only transform the lives of our young people but transform the local communities which we so passionately serve.



The academy has enjoyed an impressive period of transformation across the last four years and was judged as 'Good' overall by OFSTED in April 2019, securing an 'Outstanding' judgement for the quality of Leadership and Management. The quality of education and teaching is very strong, student behaviour is extremely impressive, and the support provided for students is unrivalled. Results continue to rapidly improve and this year saw our students secure the best results in the school's history.

We continue this journey of transformation and are determined to provide an exceptional quality of education and culture for all students at Leeds City Academy, with the ambition that all students excel both academically and as aspirational and inspirational young people. There is no better time to join Leeds City Academy, as a colleague, a leader or as a student.









Leeds City Academy is a unique and very special place to work. Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the City. A broad, varied and highly personalised package is well-established, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us.

Our academy is an extremely unique and amazing inner-city school, situated in the Woodhouse area of Leeds. The student body has nearly doubled in size over the last three years and now boasts just over 800 students in attendance. There is a vibrant, rich and amazing culture in the academy, characterised by the over forty different countries and first languages represented by our inspirational student body. Students and staff are incredibly proud of their academy and determined to work 'In Partnership' to secure further improvements and achievements.

We benefit from increasingly impressive facilities. The last twelve months have seen significant investment in a comprehensive building and refurbishment programme, resulting in a range of new specialist classrooms, learning and office spaces, new dining facilities, updated sports accommodation and changing rooms. This improvement programme will continue over the next twelve months, leading to improved specialist teaching spaces and the transformation of our outside space so that students can enjoy physical activity, relax and socialise with their friends in an amazing and inspirational environment.

So, now it's over to you...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work 'In Partnership' with colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.

Yours sincerely,

A Chatto

Mr Richard Chattoe

Principal







JOB DESCRIPTION

Academy: Leeds City Academy

Job Title: Assistant Leader of SEND - This position is for a period of 12

months maternity cover to start from 22/03/2021

Grade: S01 Point 29 – 31 £27741 - £29577 Pro Rata TTO + 25 Days

Accountable to: SENDCO

Role:

- To assist the SENDCO in coordinating and monitoring students with Special Educational Needs to ensure they have access to an outstanding quality of education and make excellent progress
- To support the Academic Achievement Leader in coordinating wave 2 interventions
- To lead on casework, compiling evidence and advising parents of the process for statutory assessment, establishing, monitoring and reviewing SEN intervention and ensuring high standards of learning and achievements for all students

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academy. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.

Specific Responsibilities:

- To assist the SENDCO to coordinate the development and implementation of the SEN, SLCN and Inclusion policies in order to raise achievement and improve the quality of education provided for all students with SEN across the school
- To assist the SENDCO in coordinating referrals for wave 3 support, assessments and gathering evidence for statutory assessment on children and young people with identified special educational needs in line with statutory timescales
- To coordinate and develop effective liaison with external agencies to maximise support for pupils with SEN, working closely with agencies such as the Educational Psychologist and MindMate including developing the Service Level Agreements
- To ensure that the SEN register and ANT system is accurately updated
- To liaise with parents and carers to inform them of support that is being offered
- To manage the implementation of attendance, ASD and personal support plans
- To conduct review meetings to monitor and record the progress made by students with SEN towards the achievement of targets set and long-term outcomes
- To assist the SENDCO in managing and maintaining all Educational Health Care Plans (EHCP) including annual reviews and relevant paperwork









- To promptly and accurately complete any administrative requirements for the SEN register, EHCP reviews, FFI applications and IEPs maintaining details both written and electronic
- Attend and take minutes for SEN meetings including Annual Reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate
- Keep up with all relevant legislation, including the Codes of Practice for SEN, Disabilities
 and Equal Opportunities; advising parents, teachers and governors on guidance and
 regulations relating to the statutory special educational needs assessment process
 ensuring the SEN Code of Practice is followed and implemented successfully
- To manage and support staff involved in working with pupils with SEN alongside the SENDCO, including the line management of the KS3 Pathway Mentor and responding to calls for support in their absence
- To work with pupils, class teachers, key co-ordinators, parents and the senior management team to maintain high standards of behaviour and learning
- To ensure that the SEN Code of Practice is followed and implemented successfully
- To provide appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely including the delivery of some specific interventions
- Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision
- To demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively

Other Duties:

- To carry out morning, break, lunch and after school duties as required by the leadership team
- To participate in meetings with colleagues and parents relative to the post
- Carry out any other duties as directed by the Principal

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member









- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed	R.Chattoe	Dated	February 2021
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"While working at Leeds City Academy I have been able to gain valuable knowledge and experience which has led me to becoming Academic Achievement Leader.

I have been able to continue with CPD within school but also my own professional development, which is encouraged to ensure we are all outstanding professionals. I believe it is one of the fundamentals of working within an establishment, as we need to develop and evolve using educational research to keep up to date with new ideas and techniques.

I feel like I have had the opportunity to grow, not just as a teacher but as a person."

Frankie Sharpe, Academic Achievement



PERSON SPECIFICATION

Academy: Leeds City Academy

Job Title: Assistant Leader of SEND (maternity cover)

You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable

Measured by:

A = Application Form T = Test / Exercise

I = Interview R = References

	EXPERIENCE/KNOWLEDGE	
Е	QTS	Α
Е	Experience working with local authority / school or Academy / external agency	A/R
D	Recent, relevant evidence of commitment to training and development	А
Е	Advanced knowledge and use of school systems and environment	A/T/I

	SKILLS, ATTRIBUTES AND ABILITIES	
Е	Good knowledge of the National Curriculum	A/I
Е	Ability to relate well to children and adults	A/T/R
Е	Excellent numeracy/literacy skills	A/T
Е	Excellent written and spoken communication skills	A/T
Е	Excellent written and spoken communication	A/T







Е	Flexible and creative	A/T/I/R
Е	Excellent communicator in a variety of forms and to a variety of audiences	A/T
Е	Attention to detail and commitment to accuracy	A/T
Е	Ability to organise self and others	A/T/I
Е	Strong interpersonal skills but with ability to work alone and be self-reliant	A/T/I/R
Е	Understanding of and commitment to core purpose of the Academy	A/I
Е	Be committed to development of systems and self	A/I
Е	Ability to maintain student records and feedback to relevant staff	A/T/I
Е	Ability to employ a range of coaching skills including group work	A/I
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	Α
D	Leadership qualities and experience	Α
D	Able to attend meetings outside of normal school hours	Α

	GENERAL	
Е	Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability	A/I/R
Е	Committed to raising standards of achievement through high quality practice and work ethic	A/I/R
Е	Committed to the principles of the Academy programme	A/I/R







Е	Possess personal integrity, warmth and a willingness to grow and learn	A/I/R
Е	Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development	A/I/R
Е	Enhanced DBS Check	A/I/R

WRA Trust is committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place. **All appointments are subject to an enhanced DBS Disclosure.**









THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- Download and complete the WRAT application form
- Complete the application form fully, ensuring all details are accurate and all
 declarations are signed. Please ensure you enclose two professional referees,
 one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.
- Submit your application by the deadline stated below. Late applications will not be considered.

Timetable for the selection process

• Closing date for applications: 12 noon, 02.03.21

Shortlisting: 02.03.21

• Interview Date: 11.03.21

Start Date: 22.03.21

If you have not been contacted within the timescales outlined above, we regret that you have not been offered an interview on this occasion. Due to the large amount of applications received for each advertised post, it is not possible for feedback to be provided at this stage.

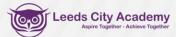
The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.











MEET THE TEAM



SEND

We've worked hard to create an inclusive model at LCA where all students with SEND work towards their own success and independence and all staff have knowledge and understanding of supporting SEND students in the classroom.

We are excited to continue to develop our department to include a supportive learning centre, The Bridge, to support our most vulnerable learners to be as prepared for adulthood as possible.

If you want to be part of a friendly, inclusive school and join a caring team of professionals that work in a child-centred way then be part of our journey and join us!









IN PARTNERSHIP



Working 'In Partnership' to secure the aspirations and ambitions of all young people.

The phrase working 'In Partnership' is a central reference point for everything we do at Leeds City Academy and has become affectionately referred to as Leeds City Academy's DNA.

It is our absolute belief that the forging of an incredibly strong partnership and a shared focus on a set of core values between staff, students, parents and the local community will secure and sustain not only the very highest academic standards for all young people, but will also support, nurture and guide our students to become simply amazing young people who are able to shape their own lives, the lives of their families and help the transformation of their local communities.

Our six core values are promoted, celebrated, and used as a constant reference point throughout the academy, ensuring all staff and students understand their value and influence on their day to day lives, decisions and behaviours. Each value aligns to our Positive Behaviour system ensuring students receive appropriate rewards, restorative practice and sanctions.

All visitors comment about the exceptional culture that can be seen, heard, and felt when they visit Leeds City Academy. They note the impressive, positive, and respectful working relationship existing between students, staff and visitors.

If you would like to find out more about our 'In Partnership' culture, you can call or visit the academy to arrange a meeting and enjoy a tour with a member of our Senior Leadership Team and Student Ambassadors.



Caring



Resilient



Aspirational



Professional



Respectful



Tolerant







Learning has meant I've collaborated with others and delivered my own CPD to colleagues across the Trust and across Luminate Education Group.

I've also had the chance to volunteer as a staff governor which gives me a chance to influence the direction of the academy as our senior leaders are open to new ideas.

I truly believe LCA is a place which notices staff and helps them achieve their aspirations. My experience of joining LCA as an NQT and gaining leadership responsibility a few years later highlights this."

Alex Halpin, Teaching and Learning



STAFF BENEFITS

A HAPPY WORKFORCE IS A PRODUCTIVE ONE.

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary Trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Staff are entitled to discounted meals at over 6,000 restaurants worldwide including 50% off and 2-4-1 deals, home hub discounts including up to 27% off movie rentals, discounted cinema, days out and attractions, theatre tickets, and hotels and resorts worldwide, as well as retail discounts off gym memberships, retail and online stores, all with the Tastecard+membership.



Discounted monthly bus ticket, Automatic mobile ticket renewal, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The Trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pension Scheme (LGPS) is a Statutory Scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.











The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes and protects the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our collegues is a priority for the Trust. Therefore, we make every effort to address and meet our employees' health and wellbeing needs.



Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. Leeds City Academy have a staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



This group is made up of colleagues across the Trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the Trust, during this exciting, yet possibly isolating, time.



All staff have access to an exercise programme with the Yorkshire Fitness Coach, this includes three virtual body weight fitness classes a week. These classes take place on Zoom and are also recorded for those staff who cannot make the live sessions.



All staff have access to a virtual gentle Yoga class every Tuesday evening.

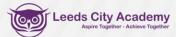


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MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious Trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Mill Field Primary Academy, to the Trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the Trust.

Board of Directors







OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS **DEFINED**THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.

The White Rose Academies Trust is part of Luminate Education Group. Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Mill Field Primary Academy) provide education to almost 4,000 4-16 year olds in Leeds, have over 550 staff and an annual turnover of £23 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is the largest education provider in the Yorkshire region, with over 30,000 students and 2,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all.

